



**NOTICE OF TOWN COUNCIL MEETING  
FOR THE TOWN OF CROSS ROADS  
MONDAY, SEPTEMBER 20, 2021 at 7:00 P.M.**

**LOCATION: VIRTUAL and IN PERSON at  
1401 FM 424, CROSSROADS, TEXAS 76227**

**Or**

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/83157597123>**

**Meeting ID: 831 5759 7123**

**One tap mobile**

**+13462487799,,83157597123# US (Houston)**

1. Call to Order.
2. Roll Call.
3. Invocation – Jeff Kossack
4. Pledge of Allegiance – Kristi Gilbert
5. Council Member’s announcements and updates.
6. Mayor’s announcements and updates.
7. Presentation from Chief Short on the status of the Cross Roads Police Department.
8. Citizens Input (Items on the agenda and not on the agenda)  
*If commenting via Zoom, please use the Raise Your Hand feature. Please state your full name before speaking. Please limit your comments to three minutes in duration: you are restricted from passing your time or any portion of unused minutes to another citizen for comment.*

**CONSENT AGENDA**

9. Consider action on the Town’s monthly financial reports – July and August 2021.
10. Consider approval of the September 7, 2021 Council Meeting Minutes.
11. Consider approval of an Interlocal Agreement with the Denton County for Public Safety Application Support and Maintenance and authorize the Town Administrator to execute the same.
12. Consider approval of a final plat application for the Hillside Venue Addition generally located at 901 Moseley within the Town of Cross Roads. (2021-0809-05FPLAT)
13. Consider approval of a final plat application for the Rustic Furniture Addition generally located at 11901 US Hwy 380 within the Town of Cross Roads. (2021-0809-06FPLAT)
14. Consider approval of a final plat application for the Modern Pyramids Crossroads Addition generally located at 6500 US Hwy 380 within the Town of Cross Roads. (2021-0809-07FPLAT)

15. Consider approval of an application for a tree removal permit submitted by Ken Meyers, for property located at 205 Meadowcreek Drive to remove a dead tree over 18" in diameter at breast height.
16. Consider approval of the disposition of assets from the dissolution of the Northeast Municipal Court.
17. Consider approval of procedures with regard to Northeast Police Department Officer pay and benefits.

### **REGULAR BUSINESS**

18. Discuss and consider an ordinance adopting the second amendment to the Fiscal Year 2021-2022 budget for the Town of Cross Roads.
19. CONDUCT A PUBLIC HEARING, discuss and consider an ordinance adopting the Fiscal Year 2021-2022 budget for the Town of Cross Roads.
20. CONDUCT A PUBLIC HEARING, discuss, and consider an ordinance approving the request by Larry Coker on behalf of owner Anthony Cimino for a change in Future Land Use Map from C1-Commercial 1 to C2-Commerical 2 for Tract 87B, of the J. Bridges Abstract A0036A, generally located at 5400 FM 424, Cross Roads, Denton County, Texas. (2021-0809-02FLUP)
21. Discuss and consider action on a final plat application and request for waiver to the right-of-way dedication for the Millcreek 8 Addition located at 401 Mill Creek Road, Town of Cross Roads. (2021-0809-04FPLAT)
22. Discuss and consider action on a request by Paige Mejia on behalf of property owner Brittney Samford for an exception from the Town's noise restrictions to allow for a firework display at 11:00 p.m. on April 16, 2022 at the Hillside Estate Wedding Venue located at 901 Moseley Road.
23. Discuss and consider approval of a Resolution adopting amendments to the Town of Cross Roads Personnel Handbook.

### **EXECUTIVE SESSION**

24. The Town Council will convene into Executive Session pursuant to the following:
  - a. Texas Government Code, Section 551.072 - Deliberation Regarding Real Property; to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.
25. Take action as may be necessary or appropriate on matters discussed in Executive session.
26. Request for future agenda items.

ADJOURN

Future Meetings and Events:

Most scheduled meetings are currently being held virtually by Zoom. All citizens are invited to participate; schedule may change.

- *Cross Roads Police Department Ribbon Cutting – Friday, October 1<sup>st</sup>, 2021 at Noon*
- *Town Council Meeting – Monday, October 4<sup>th</sup>, 2021 at 7:00 p.m.*
- *National Night Out – Tuesday, October 5<sup>th</sup>, 2021 at 6:00 p.m.*
- *Planning and Zoning Commission Meeting – Tuesday, October 5<sup>th</sup>, 2021 at 7:00 p.m.*
- *Parks and Recreation Board Meeting – Wednesday, October 6<sup>th</sup>, 2021 at 7:00 p.m.*
- *Municipal Development District Meeting – Thursday, October 14<sup>th</sup>, 2021 at 7:00 p.m.*
- *Town Council Meeting – Monday, October 18<sup>th</sup>, 2021 at 7:00 p.m.*

## CERTIFICATION

I, the undersigned authority, do hereby certify that this Public Meeting Notice was posted on the official bulletin board at the Town Hall of the Town of Cross Roads, Texas on or before Friday, September 17<sup>th</sup>, 2021 by 5:00 p.m., in accordance with Chapter 551, Texas Government Code.

As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed executive session for seeking confidential legal advice from the Town Attorney on any agenda item listed herein.

This facility is wheelchair accessible and accessible parking spaces are available. For requests, please contact Town Hall at 940-365-9693. Reasonable accommodations will be made to assist your needs.

\_\_\_\_\_  
Donna Butler, Town Secretary

I certify that the attached notice and agenda of items to be considered by the Town Council of the Town of Cross Roads was removed by me from the front window of the Town of Cross Roads Town Hall, 1401 FM 424, Cross Roads, Texas, on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_, Title: \_\_\_\_\_

# TOWN OF CROSS ROADS

## Balance Sheet As of July 31, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
10100 CASH-OPERATING	1,724,529.73
1050 CASH-RESTRICTED FUNDS	
1020 PUBLIC SAFETY FUND XX6978	684,200.89
1053 LEGAL CONTINGENCY FUND XX0167	254,739.10
1054 ROAD IMPROVEMENTS FUND XX8122	218,088.33
1055 DEVELOPER AGREEMENT/COVID xx9664	1,341.36
<b>Total 1050 CASH-RESTRICTED FUNDS</b>	<b>1,158,369.68</b>
PayPal Bank	0.00
<b>Total Bank Accounts</b>	<b>\$2,882,899.41</b>
Other Current Assets	
1100 RECEIVABLE-OTHER	443,466.04
1150 Due from NEMC	1,060.26
1155 Due from NEPD	0.00
1201 CHANGES AFTER AUDIT COMPLETED	0.00
1202 Offset to Accts Receivable	-11,250.00
1220 PREPAID EXPENSE	3,633.34
1499 UNDEPOSITED FUNDS	3,092.10
<b>Total Other Current Assets</b>	<b>\$440,001.74</b>
<b>Total Current Assets</b>	<b>\$3,322,901.15</b>
Fixed Assets	
1610 BUILDINGS	699,821.33
1620 FURNITURE/OFFICE EQUIPMENT	214,838.01
1625 PARK EQUIPMENT	430,911.81
1630 EQUIPMENT	0.00
1640 LAND	108,090.00
1650 CONSTRUCTION IN PROCESS-WATER	0.00
1660 INFRASTRUCTURE	7,731,479.25
1690 ACCUMULATED DEPRECIATION	-2,976,286.00
2950 INVESTMENT IN G/F/A	-6,208,854.40
<b>Total Fixed Assets</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$3,322,901.15</b>

# TOWN OF CROSS ROADS

## Balance Sheet As of July 31, 2021

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2012 DUE TO MDD	0.00
2013 LATE PAYMENT CC DRAFT/CREDIT	0.00
2014 NEPD Credit Card Reimbursement	-3,623.54
2015 NE Court Credit Card Reimbursement	-508.25
2016 Cares Act Funds (COVID)	3,113.40
2110 ACCOUNTS PAYABLE-AUDIT	8,990.16
2111 Direct Deposit Liabilities	0.00
2120 PAYABLE-GRANT	0.00
2122 380 AGREEMENT PAYABLE	653,380.82
2123 Standridge Agreement Payable	0.00
2202 ACCRUED PAYROLL TAXES	0.00
2203 RETIREMENT PAYABLES	0.00
2240 ACCRUED WAGES	0.00
2410 UNEARNED DEVELOPER FEES	0.00
2420 PAYABLE MDD	-5,515.00
2700 DEVELOPER DEPOSITS	-347.66
2705 Walmart(MyCon) Dev Deposit	0.00
2706 Lovett Commercial Developer Dep	0.00
2710 V of CR (OP6/OP7) - COM Dev Dep	0.00
2711 Walmart Fuel Station - DevDep	0.00
2712 Oak Hill Ranch(Bloomfield) DDep	0.00
2713 Oak Hill Ranch(CADG) Dev Dep	17.27
2714 McDonald's Dev Deposit	0.00
2717 Creekside Meadows Developer Dep	0.00
2718 CR Medical Center Dev Dep	2,882.16
2719 KJE Mgmt, Inc Developer Deposit	0.00
2720 Volunteer Ent. Market Square Dev Dep	400.00
2721 Forest Hills Replat Dev Deposit	0.00
2722 Villages Vet Clinic Dev Dep	1,000.00
2723 Chicken E / M&CH Foods Dev Dep	0.00
2724 Big Tex Retail Dev Deposit	0.00
2725 Jack in the Box Dev Dep	0.00
2726 Craigs Collision Dev Deposit	-218.39
2727 Rockin A Ranch Dev Deposit	0.00
2728 KJE - 500 Moseley Road	0.00
2729 Oak Hill Ranch (Bloomfield) Plat	-129.54
2730 Integrity Car Care Dev Deposit	0.00
2731 Cal Elkins Re-Plat	0.00
2732 POPEYES	-3,976.71

# TOWN OF CROSS ROADS

## Balance Sheet As of July 31, 2021

	TOTAL
2733 Glen Floyd Professional Services Deposit	0.00
2734 Dozier Real Estate	0.00
2735 Hillstone Pointe Phase 11	0.00
2736 Fishtrap Mini Storage	0.00
2737 Tractor Supply Company	0.00
2738 Oak View Addition Phase 2	0.00
2739 Benhalim Addition	0.00
2740 A Dutch Brothers/Chipotle	1,000.00
2740 Sage Crossroads, LLC	923.90
2741 Hillstone Pointe West (Phase 1)	1,000.00
2742 Tractor Supply - Final Plat	-2,708.23
2743 Lot 2 Oak Bluff Replat	0.00
2744 Hillstone Pointe West Phase 2	632.29
2745 Lahmann Platt	0.00
2746 Second Chances (Lhotka) Plat	0.00
2747 Laguna Madre	25.00
2748 Adams Family Plat	0.00
2749 Bottlecap Alley/Pizza Hut	-1,634.25
2750 Firestone	-1,418.82
2751 Pro Manna Enterprises	904.99
2752 North Texas Natural Select Materials	0.00
2753 Oak Hill Ranch Phase 1 Final Plat	0.00
2754 Sawyer Addition	-130.64
2755 Lennar Homes Escrow Agree for Hillstone Phase 2	25,093.30
2756 Panda Express	-1,720.65
2757 29 Acres, Inc.	1,650.26
2759 720 TXDOT/Greenway Agreement	0.00
2760 Hampton Subdivision Plat	0.00
2761 Rustic Ranch Warehouse	1,125.64
2762 Cheron Rentals Addition	1,001.06
2763 Self Storage Facility	500.00
2764 Cross Oak Ranch Tract	0.00
2765 Liberty Lifestyle RV Park	0.00
2766 Cross Roads Retail	573.58
2767 Rosa's Plat	0.00
2768 Stallings Tract	1,095.07
2769 Hormonal Health	0.00
2770 Greenway Cross Roads Addition	0.00
2771 Modern Pyramids Cross Roads Addition	-353.60
2772 Morrow Addition	397.94
2773 Merry Heart	397.94
2774 A Hillside Venue Addition	1,000.00
2774 The Hillside Estate (Wedding)	1,000.00

# TOWN OF CROSS ROADS

## Balance Sheet As of July 31, 2021

	TOTAL
2775 Atwoods Cross Roads	3,980.86
2776 10615 Fishtrap Road Warehouses	467.34
2777 Stocker - Best is Yet Addition	838.38
2778 Rock Creek Winery	775.00
2779 Vandorp Addition	325.00
2780 Burger King	285.63
2781 Spears Addition	850.00
2782 Raising Cane's	1,543.11
2783 2201 Tipps Road	1,000.00
2784 Greenway Cross Roads Addition - Lots 6, 7, and 8	1,062.83
2785 Bank of America	475.00
2786 Bartel Acres	0.00
2787 Smoky Rose - Cross Roads	775.00
2788 SME Preservation	850.00
2789 Peter Pohlman	745.00
2790 N Potter Shop (1000) Road Project/Horizon	868.40
2791 Potter Shop Manor	925.70
2792 Millcreek 8 Addition	1,000.00
2793 Briggs Equipment	853.00
2794 1700 Oak View Drainage Bond	5,000.00
2795 Elkins Replat	936.10
2796 1151 FM 424 Zone Change	931.90
<b>Total 2700 DEVELOPER DEPOSITS</b>	<b>54,470.16</b>
3007 Paypal Transfer Income	0.00
8022 Fraudulent Payroll Direct Deposit Charge	25.00
8023 2015 Remaining Paypal Deposit	0.00
Direct Deposit Payable	0.00
Payroll Liabilities	
Dependent Dental	0.00
Dependent Medical	0.00
EMPLOYEE TMRS	0.00
EMPLOYER TMRS	0.00
Federal Taxes (941/944)	3,469.01
Federal Unemployment (940)	0.00
TX Unemployment Tax	913.51
<b>Total Payroll Liabilities</b>	<b>4,382.52</b>
pid pass through	0.00
PR - 1 Insurance Payable	249.97
PR - 2 TMRS - Retirement	0.00
reimbursement of medical for B Bray	0.00
<b>Total Other Current Liabilities</b>	<b>\$714,965.24</b>
<b>Total Current Liabilities</b>	<b>\$714,965.24</b>

# TOWN OF CROSS ROADS

## Balance Sheet As of July 31, 2021

	TOTAL
Long-Term Liabilities	
2400 ACCRUED COMPENSATED ABSENCE	17,500.00
2960 AMOUNT TO BE PROVIDED FOR LTD	-17,500.00
<b>Total Long-Term Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$714,965.24</b>
Equity	
2900 FUND BALANCE BEGINNING	1,562,360.71
2910 FUND BALANCE	0.00
Net Income	1,045,575.20
<b>Total Equity</b>	<b>\$2,607,935.91</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$3,322,901.15</b>

# TOWN OF CROSS ROADS

Budget vs. Actuals: FY 21 Amended - FY21 P&L

October 2020 - July 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
1000 Sales Tax Collections	2,259,638.61	2,187,500.00	72,138.61	103.30 %
1004 Beverage Tax Collections	19,872.80	14,583.30	5,289.50	136.27 %
1006 Franchise Tax-Telecom	4,148.20	4,166.70	-18.50	99.56 %
1008 Franchise Tax- Waste	17,068.43	18,750.00	-1,681.57	91.03 %
1010 Franchise Tax-Electric/Gas	97,833.96	81,250.00	16,583.96	120.41 %
1018 Franchise Tax- Mustang SUD	11,878.45	13,750.00	-1,871.55	86.39 %
2000 Development/Platting Permit Fees	15,171.36	10,000.00	5,171.36	151.71 %
2002 Residential/Commercial Building Permits and Inspections	322,729.03	270,833.30	51,895.73	119.16 %
2004 Septic Permits and Fees	5,150.00	3,750.00	1,400.00	137.33 %
2006 Health Inspection and Fees	10,385.00	9,166.70	1,218.30	113.29 %
2008 Signs Permit and Fees	3,125.00	2,000.00	1,125.00	156.25 %
3000 Administrative Fees	2,108.03	2,083.30	24.73	101.19 %
3001 Un-Permitted Tree Kill Fine	24,257.00	1,026.70	23,230.30	2,362.62 %
<b>Total 3000 Administrative Fees</b>	<b>26,365.03</b>	<b>3,110.00</b>	<b>23,255.03</b>	<b>847.75 %</b>
3004 MDD Contribution	240,000.00	200,000.00	40,000.00	120.00 %
3006 Interest Income	9,332.23	5,833.30	3,498.93	159.98 %
3009 NEMC Personnel Reimbursement	66,349.34	87,500.00	-21,150.66	75.83 %
3011 NEPD Personnel Reimbursement	13,500.00	11,250.00	2,250.00	120.00 %
3014 Credit Card Processing Fee	983.82	833.30	150.52	118.06 %
<b>Total Income</b>	<b>\$3,123,531.26</b>	<b>\$2,924,276.60</b>	<b>\$199,254.66</b>	<b>106.81 %</b>
<b>GROSS PROFIT</b>	<b>\$3,123,531.26</b>	<b>\$2,924,276.60</b>	<b>\$199,254.66</b>	<b>106.81 %</b>
<b>Expenses</b>				
6000 ADMINISTRATIVE/GOVERNMENTAL	<b>0.00</b>		<b>0.00</b>	
6001 Accounting and Auditing Fees		3,750.00	-3,750.00	
6002 Advertising and Promotion	262.63	1,250.00	-987.37	21.01 %
6004 Software	22,615.94	44,166.70	-21,550.76	51.21 %
6006 Codification Services	2,219.00	1,520.80	698.20	145.91 %
6008 Election Costs	8,371.30	7,000.00	1,371.30	119.59 %
6010 TML Insurance	6,851.08	6,250.00	601.08	109.62 %
6012 Legal Fees	33,796.60	33,333.30	463.30	101.39 %
6014 Office Expenses	8,166.69	8,333.30	-166.61	98.00 %
6016 Public Notices/Dues	511.45	833.30	-321.85	61.38 %
6018 Repair and Maintenance	12,225.68	15,000.00	-2,774.32	81.50 %
6020 Vehicles Maintenance	2,139.35	1,833.30	306.05	116.69 %
6022 Training	2,086.37	4,166.70	-2,080.33	50.07 %
6023 Lease & CAM Payments		10,916.70	-10,916.70	
6024 Utilities	13,190.06	15,000.00	-1,809.94	87.93 %
6030 Paypal Charge	986.85	833.30	153.55	118.43 %
7000 Police Department Services	818,870.00	818,870.00	0.00	100.00 %
7002 Interlocal Ambulance	27,830.00	23,191.70	4,638.30	120.00 %
7004 Interlocal Fire	318,750.00	354,166.70	-35,416.70	90.00 %

# TOWN OF CROSS ROADS

Budget vs. Actuals: FY 21 Amended - FY21 P&L

October 2020 - July 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
8000 A Park Maintenance	9,364.50	8,333.30	1,031.20	112.37 %
8002 Park Events	3,750.33	4,166.70	-416.37	90.01 %
8004 Park Improvement Fund	495.00	4,166.70	-3,671.70	11.88 %
8006 Careflite Services	1,944.00	2,083.30	-139.30	93.31 %
8007 Capital Additions	22,119.39	113,750.00	-91,630.61	19.45 %
8008 City of Aubrey Library Fund	19,481.51	17,916.70	1,564.81	108.73 %
8500 Street Materials and Signs	1,899.05	6,666.70	-4,767.65	28.49 %
8502 Street and Row Cleanup	22,513.95	33,333.30	-10,819.35	67.54 %
8504 Street Contract/Repairs	283,518.56	381,666.70	-98,148.14	74.28 %
9000 Engineering Services	32,359.64	62,500.00	-30,140.36	51.78 %
9002 Res & Com Building Review & Insp.	4,512.00	7,500.00	-2,988.00	60.16 %
9004 Other Professional Services	73,676.99	70,000.00	3,676.99	105.25 %
9006 Code Enforcement Services	950.00	1,666.70	-716.70	57.00 %
9008 Sanitarian Services	5,440.00	4,166.70	1,273.30	130.56 %
9010 Animal Control	10,350.00	11,500.00	-1,150.00	90.00 %
9506 Employee Health Benefits	28,818.68	31,666.70	-2,848.02	91.01 %
Payroll Expenses				
9502 Taxes	27,619.34	28,333.30	-713.96	97.48 %
9504 Wages	340,092.21	351,666.70	-11,574.49	96.71 %
Company Contributions				
9500 Retirement	21,177.91	26,666.70	-5,488.79	79.42 %
<b>Total Company Contributions</b>	<b>21,177.91</b>	<b>26,666.70</b>	<b>-5,488.79</b>	<b>79.42 %</b>
<b>Total Payroll Expenses</b>	<b>388,889.46</b>	<b>406,666.70</b>	<b>-17,777.24</b>	<b>95.63 %</b>
POLICE DEPARTMENT				
8025P Drug Test		833.30	-833.30	
8050P Uniforms-PD		11,250.00	-11,250.00	
8065P Ammunition-PD		833.30	-833.30	
8070P Evidence Supplies-PD		833.30	-833.30	
8071P Office Supplies-PD		2,500.00	-2,500.00	
8075P Postage-PD		166.70	-166.70	
8076P Landscaping-PD		250.00	-250.00	
8085P Gas-PD		2,916.70	-2,916.70	
8090P Vehicle Maintenance-PD		6,250.00	-6,250.00	
8094P Office Equip Rent-PD		500.00	-500.00	
8095A IT Support-PD		10,000.00	-10,000.00	
8110P Telephone-PD		1,562.50	-1,562.50	
8130P Training/Travel-PD		1,666.70	-1,666.70	
8140P Dues/Subscriptions-PD		1,250.00	-1,250.00	
8152P Electricity-PD		333.30	-333.30	
8153P Water-PD		58.30	-58.30	
8154P DSCO Dispatch-PD		8,333.30	-8,333.30	
8155P Bldg Maint/Cleaning-PD		125.00	-125.00	

# TOWN OF CROSS ROADS

Budget vs. Actuals: FY 21 Amended - FY21 P&L

October 2020 - July 2021

	ACTUAL	TOTAL		% OF BUDGET
		BUDGET	OVER BUDGET	
8160P Audit Services-PD		1,666.70	-1,666.70	
8170P Software -PD		20,833.30	-20,833.30	
8300P Legal-PD		4,166.70	-4,166.70	
8410P National Night Out Exp-PD		2,916.70	-2,916.70	
<b>Total POLICE DEPARTMENT</b>		<b>79,245.80</b>	<b>-79,245.80</b>	
<b>POLICE PAYROLL EXPENSE</b>				
8005P Payroll Holiday-PD		2,833.30	-2,833.30	
8010P Payroll Overtime		833.30	-833.30	
8011P Wages		83,293.90	-83,293.90	
8015P Workers Comp-PD		3,304.50	-3,304.50	
8020P Payroll Taxes SS/Med		6,652.50	-6,652.50	
8030P Quickbooks Payroll Fee-PD		1,583.30	-1,583.30	
8035P TMRS-PD		6,548.10	-6,548.10	
8040P Medical Insurance-PD		6,250.00	-6,250.00	
8042P Shift Differential Pay-PD		125.00	-125.00	
8045P Liability-PD		2,500.00	-2,500.00	
<b>Total POLICE PAYROLL EXPENSE</b>		<b>113,923.90</b>	<b>-113,923.90</b>	
<b>Total Expenses</b>	<b>\$2,188,956.06</b>	<b>\$2,711,335.70</b>	<b>\$ -522,379.64</b>	<b>80.73 %</b>
<b>NET OPERATING INCOME</b>	<b>\$934,575.20</b>	<b>\$212,940.90</b>	<b>\$721,634.30</b>	<b>438.89 %</b>
<b>Other Income</b>				
3500 PASS THROUGH INCOME	0.00		0.00	
3550 Grant Revenues Cares Act	111,000.00		111,000.00	
<b>Total Other Income</b>	<b>\$111,000.00</b>	<b>\$0.00</b>	<b>\$111,000.00</b>	<b>0.00%</b>
<b>NET OTHER INCOME</b>	<b>\$111,000.00</b>	<b>\$0.00</b>	<b>\$111,000.00</b>	<b>0.00%</b>
<b>NET INCOME</b>	<b>\$1,045,575.20</b>	<b>\$212,940.90</b>	<b>\$832,634.30</b>	<b>491.02 %</b>

# TOWN OF CROSS ROADS

## Check Detail

July 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10100 CASH-OPERATING						
07/01/2021	Check	10303	Greenway Investment Company	Voided 720/380	R	0.00 0.00
07/02/2021	Bill Payment (Check)	10305	ACE Heating & Air Conditioning, Inc.		R	-180.00 -180.00
07/02/2021	Bill Payment (Check)	10306	Amazon Capital Services		R	-313.80 -313.80
07/02/2021	Bill Payment (Check)	10307	The Core Technology Group		R	-612.50 -612.50
07/02/2021	Bill Payment (Check)	10304	Smart Pest Control		R	-90.00 -90.00
07/02/2021	Deposit			3000 Moseley Road Bldgs. 900 & 1000 Permit Fees Check No. 5878.48	R	28,903.48 -5,878.48
				8801 E US 380 - fine for removal of protected trees without a permit Check No. 4775		-23,025.00
07/06/2021	Bill Payment (Check)	10308	720 & 380 Ltd		R	-20,683.53 -20,683.53
07/12/2021	Deposit		State Comptroller	July 2021 Sales Tax Collections	R	242,978.44 242,978.44
07/15/2021	Bill Payment (Check)	10309	Denton County Tax Assessor/Collector	Voided	R	0.00 0.00
07/15/2021	Bill Payment (Check)	10310	Mustang Special Utility District	0000151	R	-59.41 -59.41

# TOWN OF CROSS ROADS

## Check Detail

July 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
07/15/2021	Bill Payment (Check)	10311	Town of Providence Village		R	-250.00
						-250.00
07/15/2021	Bill Payment (Check)	10312	Xerox			-221.58
						-221.58
07/15/2021	Bill Payment (Check)	10313	PrototypeIT LLC		R	-10,846.95
						-10,846.95
07/15/2021	Bill Payment (Check)	10314	Tuff Powder Coating		R	-300.00
						-300.00
07/15/2021	Bill Payment (Check)	10315	MuniServices		R	-1,560.64
						-1,560.64
07/15/2021	Bill Payment (Check)	10316	American Association of Notaries		R	-96.90
						-96.90
07/16/2021	Deposit				R	2,954.38
				June 2021		4.38
				Elkins Replat Application		-1,140.00
				Check No. 4907		
				1151 FM 424 Zone Change Application - AG to C1		-1,500.00
				Check No. 783		
				3200 New Hope Road		-310.00
				Check No. 1280		
07/16/2021	Deposit				R	1,390.42
				8800 US 380, STE 400 plan review fee for tenant finish out for Edward Jones		-70.40
				PayPal: 0678-6644-8010-4436		
				12000 US 380 plumbing permit for gas test at Asana Dental		-119.93
				PayPal: 0679-9630-0016-8304		
				11620 US 380 - sign applications for Raising Cane's		-550.24
				PayPal Transaction ID: 54R69024WU2839455		
				8800 US 380, STE 400		-84.91

# TOWN OF CROSS ROADS

## Check Detail

July 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				PayPal Transaction ID 3FT68713EV122330J		
				106 Las Colinas Trail Roof Permit		-119.93
				PayPal Transaction ID 1YC60245XG348163F		
				4901 Keyes LN roof permit		-119.93
				Transaction ID: 4P962264Y3474805D		
				11101 US 380 sign applications for CVS		-325.08
				Transaction ID: 4WW65641TB561352U		
07/16/2021	Deposit		State Comptroller		R	2,290.98
				July 2021 Beverage Tax Collection		2,290.98
07/19/2021	Tax Payment		IRS	Tax Payment for Period: 07/07/2021-07/09/2021	R	-4,569.88
				Federal Taxes (941/944)		-4,569.88
07/21/2021	Tax Payment		IRS	Tax Payment for Period: 07/14/2021-07/16/2021	R	-184.25
				Federal Taxes (941/944)		-184.25
07/21/2021	Check	ACH	JPMorgan Chase Bank NA	Acct:5567 0879 0008 2141 - June 2021 (Auto Draft)	R	-4,854.92
				Refund of Microphones and sound equipment		2,304.00
				Microphone sound equipment supplies		-165.37
				Coserv -Naylor Road Lights//Denton Co Land Fill (3)/Bartel/Tractor Supply/Walmart		203.96
				FedEx (3)/ Intuit Supplies/Walmart (4)/ Denton Co Clerk		272.02
				KG TCMA Conference Registration/Hotel/Meal		960.62
				Intuit Payroll/QB Online /Adobe / Calendar Wiz /Acrobat Pro/Dropbox		804.93
				Intermedia		296.94
				Car Wash/Walmart/Autozone		35.64
				Prairie House - Dinner for Chief selection		287.65
				Northeast Police Department Credit Card Reimbursement for June 2021		-3,623.54
				Northeast Municipal Court Credit Card Reimbursement for June 2021		-508.25
07/22/2021	Deposit		MDD		R	60,092.95
				4th Qtr 21 Contribution		60,000.00
				Muniservices Collection Fee		92.95
07/22/2021	Deposit		Northeast Police Department		R	3,375.00
				4th Qtr 21 Personnel Reimbursement		3,375.00

# TOWN OF CROSS ROADS

## Check Detail

July 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
07/22/2021	Check	transfer	Northeast Police Department	July 2021 Town of Cross Roads Contributions	R	-81,887.00
				July 2021 Town of Cross Roads Contributions		81,887.00
07/22/2021	Bill Payment (Check)	10317	Amanda Escovedo		R	-175.00
						-175.00
07/22/2021	Bill Payment (Check)	10318	Billy Joe Lerma		R	-1,595.00
						-1,595.00
07/22/2021	Bill Payment (Check)	10319	Aubrey Area Library			-143.76
						-143.76
07/22/2021	Bill Payment (Check)	10320	Texas Municipal Retirement System	City #00321	R	-3,959.68
						-3,959.68
07/22/2021	Bill Payment (Check)	10321	MuniServices		R	-92.95
						-92.95
07/22/2021	Bill Payment (Check)	10322	Domain Listings		R	-228.00
						-228.00
07/22/2021	Bill Payment (Check)	10323	EDP Best Practices, LLC		R	-640.00
						-640.00
07/22/2021	Bill Payment (Check)	10324	AT&T	831-000-7892-704	R	-252.89
						-252.89
07/22/2021	Bill Payment (Check)	10325	CoServ	Acct #0151500148, 0000350035	R	-95.83
						-95.83
07/22/2021	Bill Payment (Check)	10326	Pilot Point Post Signal		R	-60.70
						-60.70

# TOWN OF CROSS ROADS

## Check Detail

July 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
07/26/2021	Check	10327	Pilot Point Post Signal	Invoice 95023- Replat Notice in paper for 1810 Waterstore and Zone Change for Splash Acres Invoice 95023 - Replat Notice in paper Invoice 95023 Zone Change Notice in Paper	R	-132.00 -63.90 -68.10
07/26/2021	Check	10328	Blue Cross Blue Shield	Acct: 092928/Medical for 8-1-21 to 8-31-21  Medical Coverage for 8-1-21 TO 8-31-21 (701.46 credit for S Zambrano cancellation) Dependent Medical Coverage - August 2021	R	-1,856.16  1,484.54 -371.62
07/26/2021	Check	10329	Town of Providence Village	14 Code Enforcement Letters - Mowing Fish Trap Rd	R	-700.00 700.00
07/26/2021	Bill Payment (Check)	10330	WEX Bank	Voided	R	0.00 0.00
07/26/2021	Bill Payment (Check)	10331	CivicPlus, LLC		R	-4,875.00 -4,875.00
07/26/2021	Bill Payment (Check)	10332	Strategic Government Resources		R	-10,000.00 -10,000.00
07/26/2021	Check	10333	WEX Bank	Invoice 72596400 June Fuel	R	-228.27 228.27
07/26/2021	Deposit			1265 Acmite Avenue - plumbing permit for natural gas generator PayPal: 2HA62144FM484982B 1265 Acmite Avenue - permit for 18kw Generac Home Standby Generator PayPal Transaction ID: 4KU25793U70837330	R	239.86 -119.93 -119.93
07/26/2021	Deposit			4/1-6/30/21  4/1-6/30/21 1985 Forest Hills new home permit	R	1,156.48 5.84 4.38 783.26 -363.00

# TOWN OF CROSS ROADS

## Check Detail

July 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
Check #189732						
07/31/2021	Deposit		INTEREST	Interest Earned	R	713.15
						713.15
1050 CASH-RESTRICTED FUNDS						
1020 PUBLIC SAFETY FUND XX6978						
07/31/2021	Deposit		INTEREST	Interest Earned	R	284.62
						284.62
1053 LEGAL CONTINGENCY FUND XX0167						
07/31/2021	Deposit		INTEREST	Interest Earned	R	105.97
						105.97
1054 ROAD IMPROVEMENTS FUND XX8122						
07/31/2021	Deposit		INTEREST	Interest Earned	R	90.72
						90.72
1055 DEVELOPER AGREEMENT/COVID xx9664						
07/31/2021	Check		SVCCHRG	Service Charge	R	-10.00
						10.00
07/31/2021	Deposit		INTEREST	Interest Earned	R	0.56
						0.56

# TOWN OF CROSS ROADS

## Balance Sheet As of August 31, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
10100 CASH-OPERATING	1,610,934.80
1050 CASH-RESTRICTED FUNDS	
1020 PUBLIC SAFETY FUND XX6978	684,485.63
1053 LEGAL CONTINGENCY FUND XX0167	254,845.11
1054 ROAD IMPROVEMENTS FUND XX8122	218,179.09
1055 DEVELOPER AGREEMENT/COVID xx9664	1,331.92
<b>Total 1050 CASH-RESTRICTED FUNDS</b>	<b>1,158,841.75</b>
PayPal Bank	0.00
<b>Total Bank Accounts</b>	<b>\$2,769,776.55</b>
Other Current Assets	
1100 RECEIVABLE-OTHER	443,466.04
1150 Due from NEMC	1,060.26
1155 Due from NEPD	0.00
1201 CHANGES AFTER AUDIT COMPLETED	0.00
1202 Offset to Accts Receivable	-11,250.00
1220 PREPAID EXPENSE	3,633.34
1499 UNDEPOSITED FUNDS	0.00
<b>Total Other Current Assets</b>	<b>\$436,909.64</b>
<b>Total Current Assets</b>	<b>\$3,206,686.19</b>
Fixed Assets	
1610 BUILDINGS	699,821.33
1620 FURNITURE/OFFICE EQUIPMENT	214,838.01
1625 PARK EQUIPMENT	430,911.81
1630 EQUIPMENT	0.00
1640 LAND	108,090.00
1650 CONSTRUCTION IN PROCESS-WATER	0.00
1660 INFRASTRUCTURE	7,731,479.25
1690 ACCUMULATED DEPRECIATION	-2,976,286.00
2950 INVESTMENT IN G/F/A	-6,208,854.40
<b>Total Fixed Assets</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$3,206,686.19</b>

# TOWN OF CROSS ROADS

## Balance Sheet

As of August 31, 2021

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2012 DUE TO MDD	0.00
2013 LATE PAYMENT CC DRAFT/CREDIT	0.00
2014 NEPD Credit Card Reimbursement	-8,722.10
2015 NE Court Credit Card Reimbursement	-18.05
2016 Cares Act Funds (COVID)	582.81
2110 ACCOUNTS PAYABLE-AUDIT	8,990.16
2111 Direct Deposit Liabilities	0.00
2120 PAYABLE-GRANT	0.00
2122 380 AGREEMENT PAYABLE	653,380.82
2123 Standridge Agreement Payable	0.00
2202 ACCRUED PAYROLL TAXES	0.00
2203 RETIREMENT PAYABLES	0.00
2240 ACCRUED WAGES	0.00
2410 UNEARNED DEVELOPER FEES	0.00
2420 PAYABLE MDD	-5,515.00
2700 DEVELOPER DEPOSITS	-347.66
2705 Walmart(MyCon) Dev Deposit	0.00
2706 Lovett Commercial Developer Dep	0.00
2710 V of CR (OP6/OP7) - COM Dev Dep	0.00
2711 Walmart Fuel Station - DevDep	0.00
2712 Oak Hill Ranch(Bloomfield) DDep	0.00
2713 Oak Hill Ranch(CADG) Dev Dep	17.27
2714 McDonald's Dev Deposit	0.00
2717 Creekside Meadows Developer Dep	0.00
2718 CR Medical Center Dev Dep	2,882.16
2719 KJE Mgmt, Inc Developer Deposit	0.00
2720 Volunteer Ent. Market Square Dev Dep	-287.50
2721 Forest Hills Replat Dev Deposit	0.00
2722 Villages Vet Clinic Dev Dep	1,000.00
2723 Chicken E / M&CH Foods Dev Dep	0.00
2724 Big Tex Retail Dev Deposit	0.00
2725 Jack in the Box Dev Dep	0.00
2726 Craigs Collision Dev Deposit	-218.39
2727 Rockin A Ranch Dev Deposit	0.00
2728 KJE - 500 Moseley Road	0.00
2729 Oak Hill Ranch (Bloomfield) Plat	-129.54
2730 Integrity Car Care Dev Deposit	0.00
2731 Cal Elkins Re-Plat	0.00
2732 POPEYES	-3,976.71

# TOWN OF CROSS ROADS

## Balance Sheet As of August 31, 2021

	TOTAL
2733 Glen Floyd Professional Services Deposit	0.00
2734 Dozier Real Estate	0.00
2735 Hillstone Pointe Phase 11	0.00
2736 Fishtrap Mini Storage	0.00
2737 Tractor Supply Company	0.00
2738 Oak View Addition Phase 2	0.00
2739 Benhalim Addition	0.00
2740 A Dutch Brothers/Chipotle	-912.88
2740 Sage Crossroads, LLC	923.90
2741 Hillstone Pointe West (Phase 1)	1,000.00
2742 Tractor Supply - Final Plat	-2,708.23
2743 Lot 2 Oak Bluff Replat	0.00
2744 Hillstone Pointe West Phase 2	632.29
2745 Lahmann Platt	0.00
2746 Second Chances (Lhotka) Plat	0.00
2747 Laguna Madre	25.00
2748 Adams Family Plat	0.00
2749 Bottlecap Alley/Pizza Hut	-1,634.25
2750 Firestone	-1,418.82
2751 Pro Manna Enterprises	904.99
2752 North Texas Natural Select Materials	0.00
2753 Oak Hill Ranch Phase 1 Final Plat	0.00
2754 Sawyer Addition	-130.64
2755 Lennar Homes Escrow Agree for Hillstone Phase 2	25,093.30
2756 Panda Express	-1,720.65
2757 29 Acres, Inc.	485.86
2759 720 TXDOT/Greenway Agreement	0.00
2760 Hampton Subdivision Plat	0.00
2761 Rustic Ranch Warehouse	-2.25
2762 Cheron Rentals Addition	1,001.06
2763 Self Storage Facility	500.00
2764 Cross Oak Ranch Tract	0.00
2765 Liberty Lifestyle RV Park	0.00
2766 Cross Roads Retail	573.58
2767 Rosa's Plat	0.00
2768 Stallings Tract	1,095.07
2769 Hormonal Health	0.00
2770 Greenway Cross Roads Addition	-388.13
2771 Modern Pyramids Cross Roads Addition	-301.50
2772 Morrow Addition	397.94
2773 Merry Heart	397.94
2774 A Hillside Venue Addition	2,000.00
2774 The Hillside Estate (Wedding)	-165.23

# TOWN OF CROSS ROADS

## Balance Sheet

As of August 31, 2021

	TOTAL
2775 Atwoods Cross Roads	4,740.04
2776 10615 Fishtrap Road Warehouses	467.34
2777 Stocker - Best is Yet Addition	838.38
2778 Rock Creek Winery	775.00
2779 Vandorp Addition	325.00
2780 Burger King	285.63
2781 Spears Addition	850.00
2782 Raising Cane's	-1,321.88
2783 2201 Tipps Road	1,000.00
2784 Greenway Cross Roads Addition - Lots 6, 7, and 8	1,062.83
2785 Bank of America	475.00
2786 Bartel Acres	0.00
2787 Smoky Rose - Cross Roads	775.00
2788 SME Preservation	850.00
2789 Peter Pohlman	76.16
2790 N Potter Shop (1000) Road Project/Horizon	868.40
2791 Potter Shop Manor	-519.41
2792 Millcreek 8 Addition	1,194.31
2793 Briggs Equipment	853.00
2794 1700 Oak View Drainage Bond	5,000.00
2795 Elkins Replat	742.04
2796 1151 FM 424 Zone Change	931.90
2797 Ewing Irrigation Production	799.24
<b>Total 2700 DEVELOPER DEPOSITS</b>	<b>45,655.96</b>
3007 Paypal Transfer Income	0.00
8022 Fraudulent Payroll Direct Deposit Charge	25.00
8023 2015 Remaining Paypal Deposit	0.00
Direct Deposit Payable	0.00
Payroll Liabilities	
ADJ FOR VEH EXPENSE	207.69
Dependent Dental	0.00
Dependent Medical	0.00
EMPLOYEE TMRS	0.00
EMPLOYER TMRS	0.00
Federal Taxes (941/944)	0.00
Federal Unemployment (940)	59.47
TX Unemployment Tax	423.80
<b>Total Payroll Liabilities</b>	<b>690.96</b>
pid pass through	0.00
PR - 1 Insurance Payable	672.27
PR - 2 TMRS - Retirement	5,195.81
reimbursement of medical for B Bray	0.00

# TOWN OF CROSS ROADS

## Balance Sheet As of August 31, 2021

	TOTAL
<b>Total Other Current Liabilities</b>	<b>\$700,938.64</b>
<b>Total Current Liabilities</b>	<b>\$700,938.64</b>
Long-Term Liabilities	
2400 ACCRUED COMPENSATED ABSENCE	17,500.00
2960 AMOUNT TO BE PROVIDED FOR LTD	-17,500.00
<b>Total Long-Term Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$700,938.64</b>
Equity	
2900 FUND BALANCE BEGINNING	1,562,360.71
2910 FUND BALANCE	0.00
Net Income	943,386.84
<b>Total Equity</b>	<b>\$2,505,747.55</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$3,206,686.19</b>

# TOWN OF CROSS ROADS

Budget vs. Actuals: FY 21 Amended - FY21 P&L

October 2020 - August 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
1000 Sales Tax Collections	2,534,621.05	2,406,250.00	128,371.05	105.33 %
1004 Beverage Tax Collections	21,830.59	16,041.63	5,788.96	136.09 %
1006 Franchise Tax-Telecom	5,313.03	4,583.37	729.66	115.92 %
1008 Franchise Tax- Waste	17,068.43	20,625.00	-3,556.57	82.76 %
1010 Franchise Tax-Electric/Gas	97,833.96	89,375.00	8,458.96	109.46 %
1018 Franchie Tax- Mustang SUD	14,762.29	15,125.00	-362.71	97.60 %
2000 Development/Platting Permit Fees	17,572.08	11,000.00	6,572.08	159.75 %
2002 Residential/Commercial Building Permits and Inspections	327,679.60	297,916.63	29,762.97	109.99 %
2004 Septic Permits and Fees	5,575.00	4,125.00	1,450.00	135.15 %
2006 Health Inspection and Fees	10,385.00	10,083.37	301.63	102.99 %
2008 Signs Permit and Fees	5,330.00	2,200.00	3,130.00	242.27 %
3000 Administrative Fees	2,223.03	2,291.63	-68.60	97.01 %
3001 Un-Permitted Tree Kill Fine	24,257.00	1,129.37	23,127.63	2,147.83 %
<b>Total 3000 Administrative Fees</b>	<b>26,480.03</b>	<b>3,421.00</b>	<b>23,059.03</b>	<b>774.04 %</b>
3004 MDD Contribution	240,000.00	220,000.00	20,000.00	109.09 %
3006 Interest Income	10,541.95	6,416.63	4,125.32	164.29 %
3009 NEMC Personnel Reimbursement	73,788.10	96,250.00	-22,461.90	76.66 %
3011 NEPD Personnel Reimbursement	16,875.00	12,375.00	4,500.00	136.36 %
3014 Credit Card Processing Fee	1,076.03	916.63	159.40	117.39 %
3690 OTHER REVENUES				
3700 MISCELLANEOUS	2,545.20		2,545.20	
<b>Total 3690 OTHER REVENUES</b>	<b>2,545.20</b>		<b>2,545.20</b>	
<b>Total Income</b>	<b>\$3,429,277.34</b>	<b>\$3,216,704.26</b>	<b>\$212,573.08</b>	<b>106.61 %</b>
<b>GROSS PROFIT</b>	<b>\$3,429,277.34</b>	<b>\$3,216,704.26</b>	<b>\$212,573.08</b>	<b>106.61 %</b>
<b>Expenses</b>				
6000 ADMINISTRATIVE/GOVERNMENTAL				
6105 TECHNOLOGY				
5005 Internet	0.00		0.00	
<b>Total 6105 TECHNOLOGY</b>	<b>0.00</b>		<b>0.00</b>	
6270 CITY OF AUBREY LIBRARY FUND				
6340 MUNISERVICES	0.00		0.00	
6350 OFFICE EXPENSES	0.00		0.00	
6412 Park Events	24.50		24.50	
6750 UTILITIES	0.00		0.00	
<b>Total 6000 ADMINISTRATIVE/GOVERNMENTAL</b>	<b>24.50</b>		<b>24.50</b>	
6001 Accounting and Auditing Fees		4,125.00	-4,125.00	
6002 Advertising and Promotion	1,583.15	1,375.00	208.15	115.14 %
6004 Software	22,903.92	48,583.37	-25,679.45	47.14 %
6006 Codification Services	2,219.00	1,672.88	546.12	132.65 %
6008 Election Costs	8,371.30	7,700.00	671.30	108.72 %
6010 TML Insurance	6,851.08	6,875.00	-23.92	99.65 %

# TOWN OF CROSS ROADS

Budget vs. Actuals: FY 21 Amended - FY21 P&L

October 2020 - August 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6012 Legal Fees	55,979.65	36,666.63	19,313.02	152.67 %
6014 Office Expenses	9,343.53	9,166.63	176.90	101.93 %
6016 Public Notices/Dues	1,165.35	916.63	248.72	127.13 %
6018 Repair and Maintenance	17,148.88	16,500.00	648.88	103.93 %
6020 Vehicles Maintenance	2,473.12	2,016.63	456.49	122.64 %
6022 Training	2,646.49	4,583.37	-1,936.88	57.74 %
6023 Lease & CAM Payments	15,042.54	12,008.37	3,034.17	125.27 %
6024 Utilities	14,667.40	16,500.00	-1,832.60	88.89 %
6030 Paypal Charge	1,084.34	916.63	167.71	118.30 %
7000 Police Department Services	982,644.00	900,757.00	81,887.00	109.09 %
7002 Interlocal Ambulance	27,830.00	25,510.87	2,319.13	109.09 %
7004 Interlocal Fire	425,000.00	389,583.37	35,416.63	109.09 %
8000 A Park Maintenance	9,794.50	9,166.63	627.87	106.85 %
8002 Park Events	976.29	4,583.37	-3,607.08	21.30 %
8004 Park Improvement Fund	495.00	4,583.37	-4,088.37	10.80 %
8006 Careflite Services	1,944.00	2,291.63	-347.63	84.83 %
8007 Capital Additions	58,184.33	125,125.00	-66,940.67	46.50 %
8008 City of Aubrey Library Fund	20,285.86	19,708.37	577.49	102.93 %
8500 Street Materials and Signs	2,023.08	7,333.37	-5,310.29	27.59 %
8502 Street and Row Cleanup	23,291.77	36,666.63	-13,374.86	63.52 %
8504 Street Contract/Repairs	283,518.56	419,833.37	-136,314.81	67.53 %
9000 Engineering Services	39,321.98	68,750.00	-29,428.02	57.20 %
9002 Res & Com Building Review & Insp.	4,512.00	8,250.00	-3,738.00	54.69 %
9004 Other Professional Services	76,875.55	77,000.00	-124.45	99.84 %
9006 Code Enforcement Services	950.00	1,833.37	-883.37	51.82 %
9008 Sanitarian Services	5,960.00	4,583.37	1,376.63	130.04 %
9010 Animal Control	10,350.00	12,650.00	-2,300.00	81.82 %
9506 Employee Health Benefits	28,989.18	34,833.37	-5,844.19	83.22 %
Payroll Expenses				
9502 Taxes	30,777.26	31,166.63	-389.37	98.75 %
9504 Wages	375,505.03	386,833.37	-11,328.34	97.07 %
AUTO ALLOWANCE	346.15		346.15	
<b>Total 9504 Wages</b>	<b>375,851.18</b>	<b>386,833.37</b>	<b>-10,982.19</b>	<b>97.16 %</b>
Company Contributions				
9500 Retirement	23,870.58	29,333.37	-5,462.79	81.38 %
<b>Total Company Contributions</b>	<b>23,870.58</b>	<b>29,333.37</b>	<b>-5,462.79</b>	<b>81.38 %</b>
<b>Total Payroll Expenses</b>	<b>430,499.02</b>	<b>447,333.37</b>	<b>-16,834.35</b>	<b>96.24 %</b>
POLICE DEPARTMENT				
8025P Drug Test		916.63	-916.63	
8050P Uniforms-PD		12,375.00	-12,375.00	
8065P Ammunition-PD		916.63	-916.63	
8070P Evidence Supplies-PD		916.63	-916.63	

# TOWN OF CROSS ROADS

Budget vs. Actuals: FY 21 Amended - FY21 P&L

October 2020 - August 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
8071P Office Supplies-PD		2,750.00	-2,750.00	
8075P Postage-PD	145.00	183.37	-38.37	79.08 %
8076P Landscaping-PD		275.00	-275.00	
8085P Gas-PD		3,208.37	-3,208.37	
8090P Vehicle Maintenance-PD		6,875.00	-6,875.00	
8094P Office Equip Rent-PD		550.00	-550.00	
8095A IT Support-PD		11,000.00	-11,000.00	
8110P Telephone-PD		1,718.75	-1,718.75	
8130P Training/Travel-PD		1,833.37	-1,833.37	
8140P Dues/Subscriptions-PD		1,375.00	-1,375.00	
8152P Electricity-PD		366.63	-366.63	
8153P Water-PD		64.13	-64.13	
8154P DSCO Dispatch-PD		9,166.63	-9,166.63	
8155P Bldg Maint/Cleaning-PD		137.50	-137.50	
8160P Audit Services-PD		1,833.37	-1,833.37	
8170P Software -PD		22,916.63	-22,916.63	
8300P Legal-PD	275.00	4,583.37	-4,308.37	6.00 %
8410P National Night Out Exp-PD		3,208.37	-3,208.37	
<b>Total POLICE DEPARTMENT</b>	<b>420.00</b>	<b>87,170.38</b>	<b>-86,750.38</b>	<b>0.48 %</b>
POLICE PAYROLL EXPENSE				
8005P Payroll Holiday-PD		3,116.63	-3,116.63	
8010P Payroll Overtime		916.63	-916.63	
8011P Wages		91,623.29	-91,623.29	
8015P Workers Comp-PD		3,634.95	-3,634.95	
8020P Payroll Taxes SS/Med		7,317.75	-7,317.75	
8030P Quickbooks Payroll Fee-PD		1,741.63	-1,741.63	
8035P TMRS-PD		7,202.91	-7,202.91	
8040P Medical Insurance-PD		6,875.00	-6,875.00	
8042P Shift Differential Pay-PD		137.50	-137.50	
8045P Liability-PD		2,750.00	-2,750.00	
<b>Total POLICE PAYROLL EXPENSE</b>		<b>125,316.29</b>	<b>-125,316.29</b>	
Unapplied Cash Bill Payment Expense	1,515.00		1,515.00	
<b>Total Expenses</b>	<b>\$2,596,884.37</b>	<b>\$2,982,469.27</b>	<b>\$ -385,584.90</b>	<b>87.07 %</b>
NET OPERATING INCOME	<b>\$832,392.97</b>	<b>\$234,234.99</b>	<b>\$598,157.98</b>	<b>355.37 %</b>
Other Income				
3500 PASS THROUGH INCOME	0.00		0.00	
3550 Grant Revenues Cares Act	111,000.00		111,000.00	
<b>Total Other Income</b>	<b>\$111,000.00</b>	<b>\$0.00</b>	<b>\$111,000.00</b>	<b>0.00%</b>
Other Expenses				
Other Miscellaneous Expense	6.13		6.13	
<b>Total Other Expenses</b>	<b>\$6.13</b>	<b>\$0.00</b>	<b>\$6.13</b>	<b>0.00%</b>

# TOWN OF CROSS ROADS

Budget vs. Actuals: FY 21 Amended - FY21 P&L

October 2020 - August 2021

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
NET OTHER INCOME	<b>\$110,993.87</b>	<b>\$0.00</b>	<b>\$110,993.87</b>	<b>0.00%</b>
NET INCOME	<b>\$943,386.84</b>	<b>\$234,234.99</b>	<b>\$709,151.85</b>	<b>402.75 %</b>

**TOWN OF CROSS ROADS**  
**Check Detail**  
**August 2021**

Date	n Type	Num	Name	Memo/Description	Clr	Amount
<b>10100 CASH-OPERATING</b>						
08/02/2021	Tax Payment	TX TWC		Tax Payment for Period: 04/01/2021-06/30/2021 TX Unemployment Tax	R	-161.48 -161.48
08/04/2021	Tax Payment	IRS		Tax Payment for Period: 07/21/2021-07/23/2021 Federal Taxes (941/944)	R	-3,469.01 -3,469.01
08/04/2021	Deposit			3200 New Hope Road Check No. 1034 Dunkin Donuts Signs 11750 US HWY 380 Suite 100 Cross Roads, TX 76227 Joey Avila - Dune Cattle Carne Seca 2021 Vendor Fee 1985 Forest Hills Drive Septic Fee	R	4,147.00 -2,532.00 -1,145.00 -45.00 -425.00
08/04/2021	Bill Payment (Check)	10334	Boyle & Lowry, L.L.P.		R	-11,416.45 -11,416.45
08/04/2021	Bill Payment (Check)	10335	West Crossroads LTD		R	-9,678.88 -9,678.88
08/04/2021	Bill Payment (Check)	10336	Texas City Management Association			-245.00 -245.00
08/04/2021	Bill Payment (Check)	10337	Aubrey Area Library		R	-804.35 -804.35
08/04/2021	Bill Payment (Check)	10338	Pilot Point Post Signal		R	-62.90 -62.90
08/04/2021	Bill Payment (Check)	10339	Texas Johns		R	-87.98 -87.98
08/04/2021	Bill Payment (Check)	10340	Amanda Escovedo		R	-175.00 -175.00

08/04/2021	Bill Payment (Check)	10341 Billy Joe Lerma	Voided - overpayment-voide	R	0.00 0.00
08/04/2021	Bill Payment (Check)	10342 Parker Security Services Inc		R	-4,225.00 -4,225.00
08/05/2021	Check	10344 Half Associates, Inc.	Invoice 10055308/ Invoice 10055308 Invoice 10055308 - Engineer Invoice 10055308 -Engineer Invoice 10055308 -Engineer Expenses	R	-16,548.98 5,006.50 -949.21 -589.67 -1,373.42 -1,740.82 -1,523.75 -1,164.40 -388.13 -388.13 -452.82 -1,099.72 -1,832.09 40.32
08/05/2021	Check	10343 Boyle & Lowry, L.L.P.		R	0.00 0.00 0.00
08/09/2021	Check	transfer Northeast Police Department	Sept 2021 Town of Cross Roads Contributions Contributions	R	-81,887.00 81,887.00
08/10/2021	Deposit		July 2021 July 2021 2nd Qtr 2021 Franchise Fees 2nd Q 2021 The Herbaceous Horde 2021 Market Vendor Fee Applications for Zone Change, SUP, and Zoning Amendment (*remaining balance was paid by credit card) 401 Millcreek, Millcreek 8 - Final Plat Application Check No. 3699 Application for Final Plat Check No. 5159 Rustic Furniture Addn. Final Plat Application Check No. 10179 Rustic Furniture Developer Deposit for Final Plat Check No. 1695 Modern Pyramid Final Plat Application Check No. 31216	R	21,058.90 7,438.76 3,375.00 2,883.84 65.70 -45.00 -2,740.60 -1,120.00 -1,130.00 -130.00 -1,000.00 -130.00

			Modern Pyramid Developer Deposit for Final Plat Check No. 31217		-1,000.00
08/10/2021	Bill Payment (Check)	10345 Billy Joe Lerma		R	-1,592.00 -1,592.00
08/10/2021	Bill Payment (Check)	10347 Texas Municipal League	C-1219	R	-591.00 -591.00
08/10/2021	Bill Payment (Check)	10348 AT&T	831-000-7892-704	R	-882.85 -882.85
08/10/2021	Bill Payment (Check)	10349 Amazon Capital Services		R	-7,309.24 -7,309.24
08/10/2021	Bill Payment (Check)	10350 Jagoe Public Company		R	-124.03 -124.03
08/10/2021	Deposit	Northeast Police Department	June Credit Card Payment	R	3,623.54 3,623.54
08/11/2021	Check	transfer Northeast Police Department	August 2021 Town of Cross Roads Contributions August 2021 Town of Cross Roads Contributions	R	-81,887.00 81,887.00
08/12/2021	Tax Payment	IRS	Tax Payment for Period: 08/04/2021-08/06/2021 Federal Taxes (941/944)	R	-5,342.12 -5,342.12
08/13/2021	Check	10351 Randall Kershaw	50% Deposit for Labor Day Band	R	-250.00 250.00
08/13/2021	Deposit	MDD	Grant for Labor Day Event	R	3,750.00 -3,750.00
08/13/2021	Bill Payment (Check)	10352 Low's Custom Homes, Inc.		R	-10,125.00 -10,125.00
08/13/2021	Bill Payment (Check)	10353 Billy Joe Lerma		R	-500.00 -500.00
08/13/2021	Bill Payment (Check)	10354 CLC Signs by Design		R	-1,275.00 -1,275.00

08/13/2021	Bill Payment (Check)	10355 Granulawn		R	-118.00 -118.00
08/13/2021	Bill Payment (Check)	10356 West Crossroads LTD		R	-5,757.02 -5,757.02
08/13/2021	Check	10357 Amanda Escovedo	2021 2021	R	-175.00 175.00
08/13/2021	Deposit	State Comptroller	August 2021 Sales Tax Collections	R	274,982.44 274,982.44
08/16/2021	Bill Payment (Check)	10362 Amanda Escovedo		R	-190.00 -190.00
08/16/2021	Bill Payment (Check)	10363 CoServ	Acct #0151500148, 0000350035	R	-97.23 -97.23
08/16/2021	Bill Payment (Check)	10364 Humana Compbenefits Ins Co	548675-001	R	-170.50 -170.50
08/16/2021	Bill Payment (Check)	10365 John Glover		R	-70.00 -70.00
08/16/2021	Bill Payment (Check)	10366 P3Works, LLC		R	-31.45 -31.45
08/16/2021	Bill Payment (Check)	10367 The Core Technology Group		R	-896.25 -896.25
08/16/2021	Bill Payment (Check)	10368 Xerox			-213.47 -213.47
08/17/2021	Check	10369 Half Associates, Inc.	Invoice 10055308/ Project scope and drainage and 7/29 Council and 7/29 Council Review 7/7 PZ and 7/29 Council	R	-5,495.55 1,915.52 -216.02 -216.02 -539.46

			and 7/29 Council		-604.14
			and 7/29 Council		-216.02
			and 7/29 Council		-216.02
			and 7/29 Council		-345.39
			7/6/, 7/8, 7/9, 7/12		-1,032.90
			Invoice 10056811 - Engineer PPlat Review		-194.06
08/17/2021	Check	10370 SAFEbuilt Inc	Septic Plan Review, Permit, Inspections	R	-450.00
			Septic Plan Review, Permit, Inspections		450.00
08/18/2021	Deposit			R	4,257.68
			June 2021		25.92
			Apr-June 21		6.48
			July 21		4.38
			July 21		30.66
			2nd Qtr Franchise Tax Collections		667.17
			July 21		4.38
			Bank of America		-3,518.69
08/20/2021	Check	10371 LANWire Systems LLC	Invoice 8142	R	-7,380.00
			Wiring for Town Hall lease space		7,380.00
08/20/2021	Deposit	Texas Comptroller of Public Accounts		R	1,957.79
			July receipts		1,957.79
08/24/2021	Tax Payment	IRS	Tax Payment for Period: 08/18/2021-08/20/2021	R	-5,333.66
			Federal Taxes (941/944)		-5,333.66
08/24/2021	Check	10372 City of Aubrey	ILA Aubrey Fire FY21 4th Qtr		-106,250.00
			ILA Aubrey Fire FY21 4th Qtr		106,250.00
08/24/2021	(Check)	10373 Billy Joe Lerma			-2,830.20
					-2,830.20
08/24/2021	(Check)	10374 Douglas Holmes			-2,530.59
					-2,530.59
08/24/2021	(Check)	10375 Putt and Plate, Inc.			-300.00
					-300.00
08/24/2021	(Check)	10376 Pilot Point Post Signal			-200.76
					-200.76
08/24/2021	(Check)	10377 AT&T	831-000-7892-704		-155.15
					-155.15
08/25/2021	(Check)	10378 West Crossroads LTD			-5,757.02
					-5,757.02

08/25/2021	(Check)	10379 Mustang Special Utility District	151		-79.41
					-79.41
08/25/2021	(Check)	10380 Texas Johns			-87.98
					-87.98
08/25/2021	Deposit			R	1,669.75
			11620 US 380 Raising Cane's Chicken		
			PayPal Transaction ID 22V6420048472143U		-350.10
			12250 Tanger Ln.		
			Paypal Transaction ID 30D69423D8622182D		-210.00
			Pool Permit		
			4400 Oak shores		-310.07
			Dunkin Donuts		
			K. Goodwin		
			Additional Sign Permit Fee		-154.96
			Larry Coker Final Plat		
			Additional final plat fee		-144.72
					-310.07
			Finn-Erik Juliussen		
			DFW Roofing		
			214-914-1119		-119.93
			Re-Inspection Fee		-69.90
08/26/2021	Check	10381 WEX Bank	Invoice 72596400		-225.34
			July Fuel - Becky Ross		225.34
08/26/2021	Deposit			R	3,368.39
			2nd Qtr 2021		356.24
			2nd Qtr 2021		3.90
			June Credit Card Stmt		508.25
			Escrow for Detention Pond		2,500.00
08/30/2021	Check	10382 Randall Kershaw			-250.00
			50% Balance for Labor Day Band		250.00
08/30/2021	Check	JPMorgan Chase Bank NA	Credit card stmt (Auto Draft)	R	-12,755.27
			Alphagraphics/TX Municipal Clerk/Canva		1,320.52
			Depot (4)/Lowe's		243.59
			Circle K(5)		627.44
			Meal		315.12
			Intuit Payroll/QB Online /Adobe / Calendar Wiz		287.98
			Intermedia		359.93
			Car Wash/Walmart/Autozone/Firestone		108.43
			Goodhire(2)/ Hilton Garden Inn(2)		607.11
			Reimbursement for July 2021		-8,722.10
			Reimbursement for July 2021		-18.05
			USPS(2)		145.00

08/31/2021	Deposit				1,527.07
			Popeye's Sign Permits		-310.07
			7 Wall Signs		
			Raising Cane's		-595.27
			Fire Permit		-250.03
					-91.80
			fees		
			PayPal Transaction ID: 6TC34813E92136321		-139.95
			11250 Cedar Creek		-139.95
08/31/2021	(Check)	10383 Boyle & Lowry, L.L.P.			-12,072.85
					-12,072.85
08/31/2021	(Check)	10384 Rick McDonald			-1,800.00
					-1,800.00
08/31/2021	(Check)	10385 The UPS Store			-24.50
					-24.50
08/31/2021	(Check)	10386 Amanda Escovedo			-365.00
					-365.00
08/31/2021	(Check)	10387 All American Dogs			-1,150.00
					-1,150.00
08/31/2021	Deposit		Town of CR - monies to be repaid	R	2,570.20
			of CR - monies to be repaid		848.40
			of CR - monies to be repaid		848.40
			of CR - monies to be repaid		848.40
			Holiday Pop Up Market		-25.00
08/31/2021	Deposit	T	Interest Earned	R	727.65
					727.65
<b>0</b>					
<b>102</b>					
08/31/2021	Deposit		Interest Earned	R	284.74
					284.74
<b>105</b>					
08/31/2021	Deposit		Interest Earned	R	106.01
					106.01
<b>105</b>					
08/31/2021	Deposit		Interest Earned	R	90.76
					90.76

105

08/31/2021	Check	1	Service Charge	R	-10.00
					10.00
08/31/2021	Deposit		Interest Earned	R	0.56
					0.56

Monday, Sep 13, 2021 01:44:02 PM GMT-7



**MINUTES OF TOWN COUNCIL MEETING  
FOR THE TOWN OF CROSS ROADS  
TUESDAY, SEPTEMBER 7, 2021 AT 7:00 P.M.**

**LOCATION: VIRTUAL and IN PERSON at  
1401 FM 424, CROSSROADS, TEXAS 76227**

1. Roll Call: **Mayor Tompkins, Council Members Phillips, Meek, King, Gaalema, and White-Stevens**
2. Invocation – **Pastor Ken Smith**
3. Pledge of Allegiance – **Mayor Pro Tem Dave Meek**
4. Council Member Announcements and Updates.
5. Mayor Announcements and Updates.
6. Citizens Input (Items on the agenda and not on the agenda)
  - **John Knox – recommended calendar of Park events**
  - **Bill Berry – against Item 19**
  - **Bob Gorton – update financials on Town website**
  - **Randy Wicker – for Item 19**
  - **Randy Wallace – for Item 19**

**Via Email:**

  - **Janet Conrad – against Item 19**
  - **Wes Johnson – against Item 19**
  - **Kelly Belly – against Item 19**
7. Updates; Discussion of Same.
  - Town Administrator Announcements and Updates – Kristi Gilbert
  - Financial Reports
  - Building Permits and Development
  - Law Enforcement – Presentation by Shaun Short
  - Parks and Recreation Board/Connectivity Committee/Municipal Development District

**CONSENT AGENDA**

8. Consider approval of meeting minutes
  - a. July 19, 2021
  - b. August 2, 2021
  - c. August 16, 2021
9. Consider approval of a resolution authorizing the execution of certain agreements related to the Cross Roads Municipal Court including a contract with McCreary, Veselka, Bragg & Allen for collection of delinquent Municipal Court Fines and Fees; The Payment Group for credit card payment processing services; and, the Texas Department of Public Safety for the Failure to Appear Program.

10. Consider approval of an Interlocal Agreement with the City of Frisco for a cooperative purchasing agreement and authorize the Town Administrator to execute the same.
11. Consider approval of an Interlocal Agreement with the Denton County for shared governance Communications and Dispatch Services System and a cooperative purchasing agreement and authorize the Police Chief to execute the same.
12. Consider a resolution to participate in the Greater Dallas-Fort Worth Regional Law Enforcement Mutual Aid Task Force Agreement with area law enforcement agencies for the purpose of providing and receiving law enforcement assistance.
13. Consider approval of an Interlocal Agreement with the Town of Little Elm for Jail Services for Class C Misdemeanors and authorizing the Town Administrator to execute the same.
14. Consider approval of an ordinance amending the Town of Cross Roads Master Fee Schedule.
15. Consider approval of a recommendation by the Northeast Police Department Commission on the disposition of assets of the Northeast Police Department.
16. Consider approval of an application for a tree removal permit submitted by Page Nabors representing property owner Matthew Lasuzzo, for property located at 1985 Forest Hills Drive. (2021-0723-03TREE)

**Motion to approve the Consent Agenda made by Gaalema;  
Second by Meek;  
Passed Unanimously.**

## **REGULAR SESSION**

17. Discuss and consider commercial building permit application by Rustic Furniture Clearance Center for 11901 US Hwy 380. (2021-0706-09C)  
**Motion to approve contingent upon Building Official's comments made by Meek;  
Second by Phillips;  
Passed unanimously.**
18. Discuss and consider the sale of property located at 100 Kruger Road, Krugerville, Texas including the recommendation by the Northeast Police Department Commission and the execution of associated documents.  
**Motion to approve made by White-Stevens;  
Second by King;  
Passed unanimously.**

19. Discuss and consider approval of an Interlocal Agreement for Fire, Rescue and Emergency Medical Services between the Town of Cross Roads and the Town of Little Elm and authorize the Mayor to execute the same.  
**Motion to approve made by Gaalema;**  
**Second by King;**  
**Phillips voted no;**  
**Passed 4 to 1.**
  
20. Discuss and consider an Interlocal Agreement with the City of Krugerville for Administrative Services Necessary for the Wind-Down of the Northeast Police Department.  
**Motion to approve current ILA made by Meek;**  
**Second by Gaalema;**  
**Phillips voted no;**  
**Passed 4 to 1.**
  
21. Discuss and consider a resolution appointing the Cross Roads Municipal Court Judge and associate judges.  
**Motion to approve the appointment of Greg Bertrand as Municipal Judge, and, Alison Grant and Gilland Chenault as Associate Judges made by Phillips;**  
**Second by Meek;**  
**Passed unanimously.**
  
22. Discuss and consider a request by the Parks and Recreation Board to amend the Parks Board Resolution to provide for a semi-independent board with budgetary authority.  
**Ron Zohfeld, Parks and Recreation Board Chair, spoke on behalf of the Board and the proposed amendment.**  
**Council tabled the item to allow the Board to have further budget discussions with Staff and the Council Liaison.**
  
23. Discuss and consider enforcement of Section 6.04.002 of the Town of Cross Roads Code of Ordinances regarding the duty to maintain property by property owners.  
**Discussion only.**

#### **EXECUTIVE SESSION – No Executive Session**

24. The Town Council will convene into Executive Session pursuant Texas Government Code, annotated, Chapter 551, Subchapter D for the following:
  - a. Texas Government Code, Section 551.074 Deliberation Regarding Personnel Matters – to the duties of a public officer: Municipal Judge and Associate Judges

25. Take action as may be necessary or appropriate on matters discussed in Executive session.

26. Council requests for future agenda items.

**White-Stevens – Purchasing Policy**  
**King – Purchasing Policy**

Adjourn – **9:06 P.M.**

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T. Lynn Tompkins, Jr.  
Town Mayor

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Donna Butler  
Town Secretary



## COUNCIL AGENDA BRIEFING SHEET

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Meeting Date:

September 20, 2021

Agenda Item:

Consider approval of an Interlocal Agreement with the Denton County for Public Safety Application Support and Maintenance and authorize the Town Administrator to execute the same.

Prepared by:

Shaun Short, Chief of Police

Description:

Staff is requesting the authorization of an interlocal agreement for the Denton County Department of Technology to provide public safety application support services for communications and dispatch services to the Town of Cross Roads Police Department. The cost of the service for FY2022 is \$7,424 and is included in the proposed budget. This agreement is for one year and cost is based on the service used.

Staff Recommended Action:

Staff recommends approval of resolution.

Attachments:

Resolution

Interlocal Agreement – Denton County



**Version**

Version	Date	Revision / Description
1.0	10/1/2014	Initial Version
1.1	08/10/2020	Updated contact information

**Name of “Agency”**

Cross Roads PD

**Agency Locations**

1401 FM 424 Cross Roads, TX 76227

**Agency Contacts**

Title	Name	Email	Phone
Agreement Liason	Chief Shaun Short	s.short@crossroadstx.gov	940-441-4223
IT Coordinator			

**Additional Agency Specific Services**

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**County Contacts**

<b>Title</b>	<b>Name</b>	<b>Email</b>	<b>Phone</b>
Agreement Liason & Application Support Manager	Tommy Hutson	<a href="mailto:Tommy.Hutson@dentoncounty.gov">Tommy.Hutson@dentoncounty.gov</a>	940-349-4357
Chief Information Officer	Kevin Carr	<a href="mailto:Kevin.Carr@dentoncounty.gov">Kevin.Carr@dentoncounty.gov</a>	940-349-4500
Deputy Chief Information Officer	Brian King	<a href="mailto:Brian.King@dentoncounty.gov">Brian.King@dentoncounty.gov</a>	940-349-4500
Desktop Operations Manager	Barbara Stallcup	<a href="mailto:Barbara.Stallcup@dentoncounty.gov">Barbara.Stallcup@dentoncounty.gov</a>	940-349-4357
Enterprise Operations Manager	Ja Harbour	<a href="mailto:Ja.Harbour@dentoncounty.gov">Ja.Harbour@dentoncounty.gov</a>	940-349-4357
Network Operations Manager	Don Click	<a href="mailto:Don.Click@dentoncounty.gov">Don.Click@dentoncounty.gov</a>	940-349-4357
HELP DESK		<a href="mailto:HelpDesk@dentoncounty.gov">HelpDesk@dentoncounty.gov</a>	940-349-4357



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## 1. Service Overview

This is a Service Level Agreement (“SLA”) between the Agency and the Denton County Department of Technology Services (“DTS”) to document:

- the technical services provided to the Agency;
- the general levels of response, availability, and maintenance associated with these services;
- the responsibilities of DTS as a provider of these services and of Agency users receiving services; and
- processes for requesting services.

## 2. Service Description

### 2.1 Assumptions

- An “Incident” is defined as any interruption in the normal functioning of a supported service or system. Incidents that cannot be legitimately resolved within the timeframe of this SLA or that do not have an available workaround, will become part of a Problem Management process.
- A “Request” is defined as any new service, a change to an existing service, or removal of an existing service.
- An “Inquiry” is defined as a request for information.
- Services will be provided in adherence to any related policies, processes and procedures.

### 2.2 Supported Applications

The following software applications will be supported:

- ONESolution MCT/MFR
- ONESolution RMS
- OpCenter
- Police2Police, Police2Citizen
- Any additional applications purchased under the Denton County contract and made available to other agencies.
- FIREHOUSE Software



## 2.3 Available Services

**Basic Support Services:** Agencies that choose the Basic Support option will be provided the following services:

- Client support services will be provided through the software vendor.
- Remote access to county hosted systems for supported applications.
- Password resets during normal business hours.
- Software update notifications for supported applications.
- Maintenance and support of Site-to-Site connections for County owned equipment only.
- Participation in the Denton County Law Enforcement Portal (p2c.dentoncounty.gov).
- Access to the OpCenter web site.

**Enhanced Support Services:** Agencies that choose the Enhanced Support option will be provided the following services:

- All services provided under Basic Support Services.
- Access to Help Desk after-hours support for critical business issues.
- Software update assistance for supported applications.
- Maintenance and support of the Site-to-Site connection for both County and Agency equipment.
- Access to Training classes for the supported applications provided by DTS as well as other DTS training services.

**Additional Services:** Agencies may negotiate additional services specific to their own agency. Additional agency specific services are included on the first page of this SLA in the “Additional Agency Specific Services” section.

## 3. Roles and Responsibilities

### 3.1 County Responsibility

County responsibilities and/or requirements in support of this Agreement include:

- Making best efforts to resolve problems (or find workarounds) within the expected completion times based on the priority for all incidents and requests. Completion times depend on a number of factors including complexity, the availability of the user, access to external resources such as software fixes, and the existence of a solution.
- Providing assistance with basic installation of software relating to the listed applications.
- Acting as the liaison with vendors or external resources for supported services.
- Maintaining and updating all county owned software and hardware required to provide Services for the Supported Applications.
- Generating annual reports on service level performance.
- Notifying agencies of all scheduled and unscheduled maintenance via e-mail notifications from the DTS Help Desk.
- The County is responsible for the costs and maintenance of all County computer equipment, network equipment, and software.
- Ensuring the security of the County computer systems and network.



- Preventing unauthorized access to Agency information.
- Maintaining regular backups of files and data stored on county owned equipment.

### **3.2 Agency Responsibility**

Agency responsibilities and/or requirements in support of this Agreement include:

- Payment of all maintenance fees on software currently in use by the Agency.
- Payment of all support services selected by the Agency.
- Notifying the County of personnel changes in a timely manner.
- Making best effort for availability of user(s) when resolving a service related incident or request.
- Submitting requests for service to the Denton County Help Desk.
- Communicating plans, changes of needs, and problems to the County in a timely manner.
- Except as otherwise specifically provided by this SLA, the Agency is responsible for the costs and maintenance of all Agency computer equipment, network equipment, and software.
- Ensuring all Agency owned systems meet minimum requirements for the Supported Applications.
- Ensuring the security of the Agency computer systems and network.
- Preventing unauthorized access to County information.
- Maintaining regular backups of files and data stored on agency owned equipment.
- Designating an “Information Technology (IT) Coordinator” to ensure that these responsibilities are carried out and to serve as the primary contact person between the agency and DTS. For Agencies who use the SunGard RMS and/or have a Site-to-Site connection, the IT Coordinator will also be responsible for resetting user passwords for their agency utilizing the SMS application. Because agencies have different needs, IT resources, and levels of internal expertise, the needs and resources of a given agency may not require the IT Coordinator to have an extensive technical background.



## **4. Service Support**

### **4.1 Requesting Service**

- Contact the Denton County Help Desk by one of the options below. In order to ensure the fastest possible service, please do not send requests to a specific County employee. Except for emergencies, drop-ins should be scheduled through the Help Desk.
- Phone – Call 940-349-HELP (4357)  
Phone service is available during normal hours of operation. Messages left outside of normal hours will be processed the next business day. An on-call technician will be available outside of normal hours for emergency calls only.
- Email - Helpdesk@dentoncounty.gov  
E-mail requests will be processed during regular business hours. Email requests can be sent 24 hours a day, 7 days a week.
- Information Technology (IT) Coordinator  
Please contact your IT Coordinator for services not listed.

### **4.2 Hours of Coverage**

Service is available during standard operating hours of 8:00am – 5:00pm Monday – Friday, except on County holidays.

### **4.3 Incident and Request Response and Prioritization**

- Incoming Service Requests will fall into priority levels of ‘Critical’, ‘Urgent’, ‘High’, ‘Medium’, ‘Normal’ and ‘Low’. These levels will be identified by type (incident, request for service or inquiry), urgency and impact of the Service Request. If the incident cannot be resolved during the initial call, a DTS technician will be contacted to further research the issue. For responses to Service Requests, the goal for DTS is to respond in a timely manner.

### **4.4 Resolution**

- DTS will use reasonable efforts to resolve Service Requests that are within the control of DTS responsibilities. Circumstances beyond DTS control (waiting for parts, response from user, or third party involvement) will constitute a temporary suspension of the SLA clock until appropriate response, replacement parts or services have been received.

### **4.5 Service Escalation**

- If you are not satisfied with the level of service on a request, contact your IT Coordinator or the Technical Services Manager of DTS. They will respond to you with the action taken or to develop a solution that meets your needs.



**4.6 Priority Levels**

- DTS provides service based on the following Priority Levels.

**Priority Level Characteristics**

Priority Level	Expected Completion Time	Description
<b>Incident Levels (Standard Business Hours 8am – 5pm, Monday through Friday)</b>		
<b>Critical</b>	8 hours 80% of the time. (Continued repair until operational)	<ul style="list-style-type: none"> <li>• An incident where systems are down or seriously impacted and/or products/services are unavailable.</li> <li>• Normally a global issue or a large number of Agency users are being affected.</li> <li>• There is no acceptable workaround to the problem (i.e., the job cannot be performed in any other way).</li> </ul> <p>The commitment of incident management resources is critical.</p>
<b>Urgent</b>	1 business day 80% of the time.	<ul style="list-style-type: none"> <li>• Issues affecting a large number of users</li> <li>• Requests that require immediate attention</li> </ul>
<b>High</b>	2 business days 80% of the time.	<ul style="list-style-type: none"> <li>• The issue causes any Agency user to be unable to work or perform some significant portion of their job.</li> <li>• Incidents where systems are degraded/unreliable; performance and/or legal agreements are at risk.</li> <li>• There is an acceptable and implemented workaround to the problem (i.e., the job can be performed in some other way).</li> </ul> <p>The commitment of incident management resources is high.</p>
<b>Medium</b>	3 business days 80% of the time.	<ul style="list-style-type: none"> <li>• An incident where performance and/or legal agreements may be degraded. The actual and potential business impact is low in terms of the user. (a few or less users are affected)</li> <li>• The issue causes a Agency user to be unable to perform some small portion of their job, but they are still able to complete most other tasks. May also include questions and requests for information.</li> </ul>



		<ul style="list-style-type: none"> <li>A temporary workaround, alternative, or circumvention is available.</li> </ul> <p>There is no commitment of incident management resources outside of business as usual.</p>
<b>Normal</b>	5 business days 80% of the time.	<ul style="list-style-type: none"> <li>An incident where performance and/or legal agreements are not at risk. The actual and potential business impact is minimal in terms of the user.</li> </ul>
<b>Low</b>	10 days 80% of the time.	<ul style="list-style-type: none"> <li>The customer has requested a new service or information pertaining to a feature, system or service.</li> </ul>

**4.7 Priority level Determination**

- Priority levels will be automatically determined by:
  - Service Request Type (incident, request for service or inquiry).
  - Impact (Single user, 2 -9 users or 10 or more users).
  - Urgency (**High** – User(s) is unable to work, **Medium** – User’s work is impacted, **Low** – A workaround can be implemented or a user’s ability to work is not greatly impacted.)

Priority Levels (Incidents)

	Single User	2 – 9 users	10+ Users
High	High	High	Urgent
Medium	Medium	High	High
Low	Normal	Medium	Medium

**4.8 Service Level Measurements**

- Service levels will be measured based on the overall service level targets for each agency broken out by Priority Levels (Critical, Urgent, High, Medium, Normal, Low). These targets are based on each priority’s expected completion times. Service level reports will be run on a yearly basis and reviewed by DTS and Agencies at that time. The minimum number of total Service Requests required to meet the SLA percentage for a given Priority Level will be 12 or more. If an agency has less than 12 SR’s in any given priority level then the overall weighted percentage will apply to that priority.

**4.9 Scheduled Maintenance**

- DTS plans scheduled maintenance windows each week (usually on Thursday evenings, starting at 7 p.m. until 7a.m., the next day) to maintain and increase the security, availability, and performance of the network and supported applications. DTS works to minimize or avoid any disruption to public safety agencies during the maintenance windows. Agencies will be notified if we are aware of an anticipated interruption to public safety systems. A notification reminder will be sent out the morning of the scheduled maintenance day with information about the maintenance being performed.

**4.10 Unscheduled Maintenance**



- Occasionally DTS may be required to interrupt services to Agency users due to unpredictable maintenance requirements that had not been previously planned but require prompt attention and must have action taken to allow for system restoration and protection of county resources. When possible, email notification will be sent 24 hours, or more, prior to maintenance specifying the work to be performed.

## 5. Customer Service Survey

### 5.1 Survey Form

- Upon closure of a Service Request, Agency employees will receive a link to the Customer Satisfaction Survey. These surveys are important in gauging work quality within DTS and help improve customer service.

### 5.2 Customer Satisfaction Survey Ratings – Detailed Definitions

#### **Technician went beyond what was required**

- Quality of work is exceptional; performance far exceeds the needed requirement to fulfill the request.
- Quick to respond. Receptive to needs and was able to understand the request with informative questioning.
- The resolution was much faster than expected.
- Communication was frequent throughout the entire process and updates during the progress and upon finding a solution were completely understandable.
- Actions were taken quickly and an optimal solution was found.
- Technician showed an ability to quickly understand the request and utilized their skills to the fullest.
- Technician went out of their way in providing support.

#### **Excellent**

- Quality of work is excellent and an extra effort was taken in fulfilling the request.
- Quick response in initial contact. Receptive and willing to help.
- The resolution was faster than expected.
- Technician made sure to communicate status as well as inform user of solution.
- Technician went out of their way to properly resolve the issue.
- Technician came up with a solution to allow minimal interruption to the user.
- Technician took a complete interest in helping.

#### **Satisfied**

- Quality of work is acceptable.
- Initial contact was cordial and responsive to my needs.
- Has demonstrated the ability to handle the Service Request within an appropriate timeframe.
- Communicated the status as well as resolution.
- Solution met the requirement needed to resolve the issue.
- Performed the task with the proper technical skills and expertise.
- Technician was thorough in taking care of the Service Request.

#### **Needs Improvement**

- Quality of work is poor.



- 
- Access to help was time consuming.
  - Technician did not demonstrate the ability to handle issue within an appropriate timeframe.
  - Poor communication. Issues were not explained or understood.
  - Questionable resolution.
  - Technician seemed unconfident with ability.
  - Lack of interest, only helpful enough to get the task completed.

**Dissatisfied**

- Failed to meet expectations.
- Little or no response to requests.
- Issue persists.
- Little or no communication during work being done.
- No progress was made in response to corrective action.
- There is a definite lack of ability and/or willingness.
- Technician was rude.

**Not Applicable**

- Question being asked does not pertain to the request.

Exhibit "B"

**FY2022 Cost Schedule for Maintenance and Optional Enhanced Support for  
Cross Roads Police Department**

<b>Application</b>	<b>Maint Amt</b>	<b>Qty</b>	<b>Total</b>
OSSI MCT Client for Digital Dispatch	\$ 161.51	1.5	\$ 242.26
OSSI Mobile Client Maps	\$ 32.55	1.5	\$ 48.83
OSSI Client AVL Mobile License	\$ 24.35	1.5	\$ 36.53
OSSI - MFR Client - Racial Profiling	\$ 32.55	0	\$ -
OSSI - MFR Client- Base Incident/Offense	\$ 161.51	1.5	\$ 242.26
OSSI Mobile Arrest Module	\$ 64.60	1.5	\$ 96.89
OSSI Accident Wizard Workstation License Client	\$ 37.25	0	\$ -
OSSI - MFR Client Citation	\$ 107.59	0	\$ -
OSSI - MFR Client - Accident Reporting	\$ 107.59	0	\$ -
OSSI Client Base Records Management System	\$ 1,587.14	0.5	\$ 793.57
Upgrade to Site License for the following modules: Records Mgmt System, RMS Maps, Notifications, Accident Module, and Mugshot Display	\$ 2,402.37	0.5	\$ 1,201.19
OSSI - Link Analysis Module	\$ 434.83	0.5	\$ 217.42
OSSI RMS Map Display and Pin Mapping License - Site License	\$ 248.48	0.5	\$ 124.24
OSSI Multi-Jurisdictional RMS Option	\$ 83.86	0.5	\$ 41.93
OSSI Notification Module	\$ 279.54	0.5	\$ 139.77
OSSI Racial Profiling Module-Site	\$ -	0.5	\$ -
OSSI Sex Offender Module	\$ -	0.5	\$ -
OSSI Crime Analysis Module - Site License	\$ 155.30	0.5	\$ 77.65
OSSI Base Mobile Server Software Client - up to 250 workstations	\$ 679.27	0.5	\$ 339.64
OSSI AVL Server Host License	\$ 489.19	0.5	\$ 244.59
OSSI Residential Security Watch Module	\$ 30.16	0.5	\$ 15.08
OSSI Review Module for Field Reporting	\$ 502.54	0.5	\$ 251.27
OSSI's Integrated Messaging Software Switch	\$ 209.67	0.5	\$ 104.84
<b>Total Maintenance Fees to be reimbursed to County</b>			\$ 4,217.95
<b>Optional Enhanced Support</b>			\$ 3,207.04
<b>Total Maintenance + Optional Enhanced Support</b>			\$ 7,424.99



# COUNCIL AGENDA BRIEFING SHEET

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Meeting Date:

September 20, 2021

Agenda Item:

Consider approval of a final plat application for the Hillside Venue Addition located within the Town of Cross Roads. (2021-0809-05FPLAT)

Prepared by:

Kristi Gilbert, Town Administrator

Description:

Applicant Drew Donosky submitted a final plat application for the Hillside Venue Addition on August 9, 2021 to plat three (3) previously unplatted parcels totaling 29.29 acres of land located generally on the southwest corner of US 380 and Moseley Road into three (3) commercial lots.

The Town Engineer performed a technical review of the application on August 31, 2021. Attached is the final plat application and associated documents along with comments from the Town Engineer.

Staff Recommended Action:

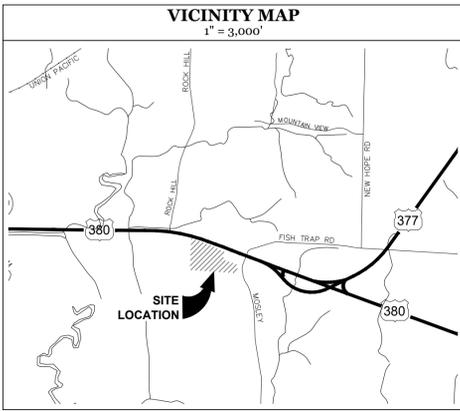
Staff recommends approval of the final plat contingent on changing the zoning designation in the plat notes as recommended by the Town Engineer.

Planning and Zoning Recommendation

The Planning and Zoning Commission considered the final plat at their September 8, 2021, meeting and recommended approval contingent on staff comments unanimously.

Attachments:

Engineer Review – 8/31/21  
Final Plat Application  
Plat Documents



- GENERAL NOTES**
- The purpose of this plat is to create three (3) official lots of record from four (4) tracts of land and to dedicate easements for site development.
  - This property is located in "Non-shaded Zone X" according to the F.E.M.A. Flood Insurance Rate Map dated April 18, 2011 as shown on Map Number 48121C0385G.
  - The grid coordinates shown on this plat are based on GPS observations utilizing the AllTerra RTK Network, North American Datum of 1983 (Adjustment Realization 2011).
  - Selling a portion of this addition by metes and bounds is a violation of City Ordinance and State Law, and is subject to fines and/or withholding of utilities and building permits.
  - All interior property corners are marked with a 1/2-inch iron rod with a green plastic cap stamped "EAGLE SURVEYING" unless noted otherwise.
  - The bearings shown on this plat are based on GPS observations utilizing the AllTerra RTK Network, North American Datum of 1983 (Adjustment Realization 2011).
  - All internal roads within this development shall be owned and maintained by the property owner.
  - The owner of this property acknowledges the tree mitigate and preservation requirements set forth in the city ordinances.
  - Maintenance of detention pond and drainage features on site is the responsibility of the owner(s).
  - Proposed Zoning is Commercial, Proposed Land Usage is Commercial.

**CERTIFICATE OF SURVEYOR**

STATE OF TEXAS §  
 COUNTY OF DENTON §

Matthew Raabe, R.P.L.S. # 6402 Date \_\_\_\_\_

I, **MATTHEW RAABE**, Registered Professional Land Surveyor, do hereby certify that this plat was prepared from an actual survey made on the ground and that the monuments shown hereon were found or placed with 1/2-inch iron rods with green plastic caps stamped "EAGLE SURVEYING" under my direction and supervision in accordance with the current provisions of the Texas Administrative Code and the Ordinances of the Town of Cross Roads, Denton County, Texas.

**PRELIMINARY**  
 Preliminary Plat for Review Purposes Only.  
 This document shall not be recorded for any purpose and shall not be used or viewed or relied upon as a final survey document.

BEFORE ME, the undersigned authority, on this day personally appeared **MATTHEW RAABE**, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and considerations therein expressed and in the capacity therein stated.

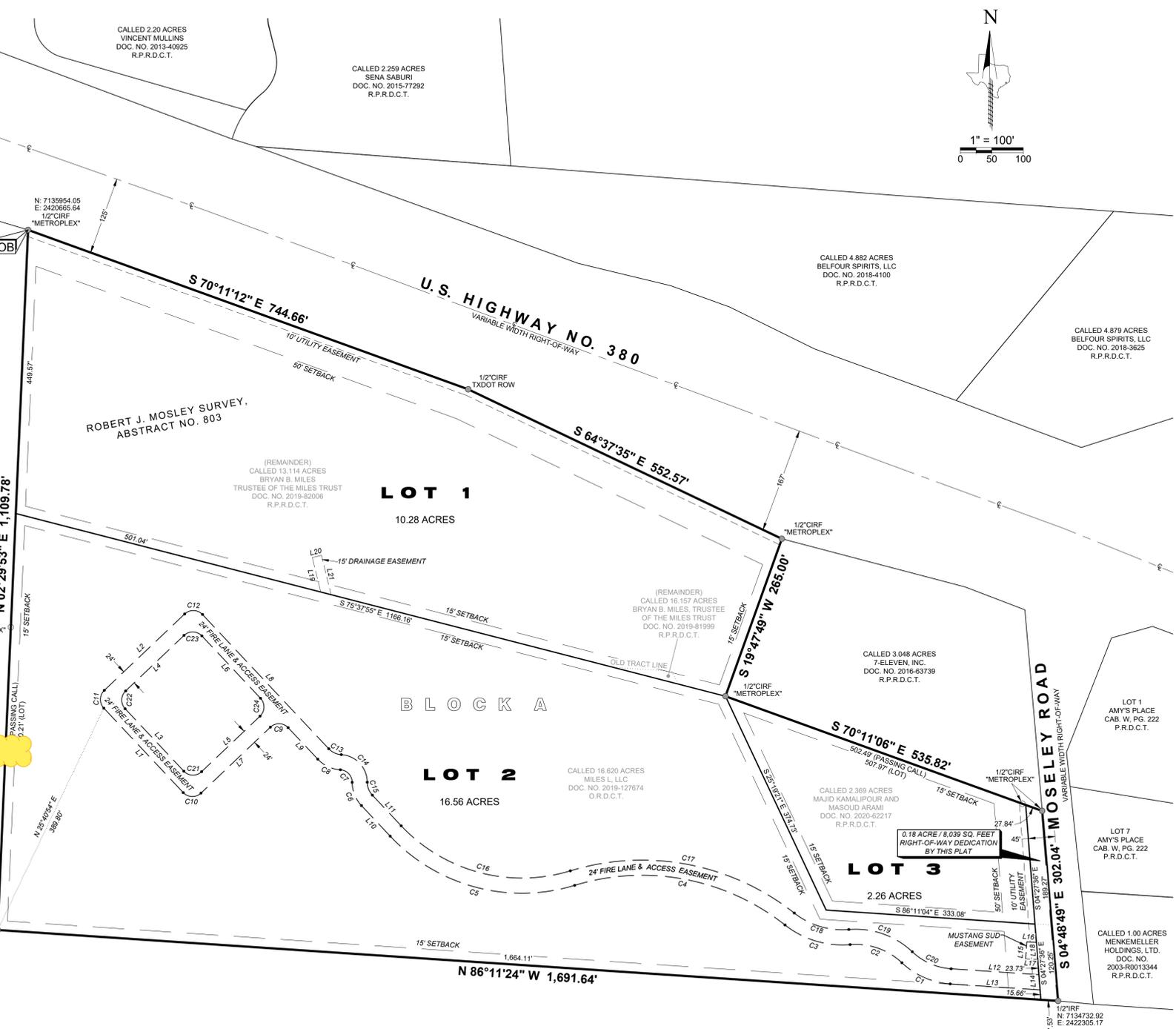
GIVEN UNDER MY HAND AND SEAL OF THE OFFICE this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Notary Public in and for the State of Texas

CURVE	ARC LENGTH	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD LENGTH
C1	85.41'	124.00'	39°27'56"	N 66°27'26" W	83.73'
C2	89.93'	107.23'	48°03'08"	N 70°45'02" W	87.31'
C3	110.89'	147.96'	42°56'31"	N 73°18'21" W	108.32'
C4	354.04'	368.26'	55°05'02"	N 79°22'36" W	340.56'
C5	319.85'	288.48'	63°31'39"	N 75°09'18" W	303.72'
C6	40.65'	54.00'	43°08'11"	N 21°49'23" E	39.70'
C7	30.11'	20.00'	86°16'21"	N 43°23'29" W	27.35'
C8	40.65'	54.00'	43°08'11"	N 64°57'34" W	39.70'
C9	31.42'	20.00'	90°00'00"	N 88°23'29" W	28.28'
C10	31.42'	20.00'	90°00'00"	N 88°23'29" W	28.28'
C11	31.42'	20.00'	90°00'00"	N 01°36'31" E	28.28'
C12	31.42'	20.00'	90°00'00"	S 88°23'29" E	28.28'
C13	22.59'	30.00'	43°08'11"	S 64°57'34" E	22.06'
C14	66.25'	44.00'	86°16'21"	S 43°23'29" E	60.17'
C15	22.59'	30.00'	43°08'11"	S 21°49'23" E	22.06'
C16	293.24'	264.48'	63°31'39"	S 75°09'18" E	278.45'
C17	377.12'	393.26'	55°05'02"	S 79°22'36" E	362.76'
C18	92.91'	123.96'	42°56'31"	S 73°18'21" E	90.75'
C19	110.05'	131.23'	48°03'08"	S 70°45'02" E	106.86'
C20	68.88'	100.00'	39°27'56"	S 66°27'26" E	67.53'
C21	31.42'	20.00'	90°00'00"	N 88°23'29" W	28.28'
C22	31.42'	20.00'	90°00'00"	N 01°36'31" E	28.28'
C23	31.42'	20.00'	90°00'00"	S 88°23'29" E	28.28'
C24	31.42'	20.00'	90°00'00"	S 01°36'31" W	28.28'

Project: 1908.055-10  
 Date: 06/03/2021  
 Drafter: TMR/CHM

**EAGLE SURVEYING, LLC**  
 210 S. Elm Street, Suite: 104  
 Denton, TX 76201  
 (940) 222-3009  
 TX Firm #10194177



LINE	BEARING	DISTANCE
L1	N 43°23'29" W	184.00'
L2	N 46°36'31" E	176.00'
L3	N 43°23'29" W	136.00'
L4	N 46°36'31" E	128.00'
L5	S 46°36'31" W	128.00'
L6	S 43°23'29" E	136.00'
L7	S 46°36'31" W	152.00'
L8	S 43°23'29" E	292.61'
L9	N 43°23'29" W	68.61'
L10	N 43°23'29" W	66.76'
L11	S 43°23'29" E	66.76'
L12	S 88°11'24" E	139.94'
L13	N 86°11'24" W	143.43'
L14	S 04°27'36" E	24.25'
L15	N 03°48'36" E	27.15'
L16	S 86°11'24" E	15.30'
L17	N 86°11'24" W	19.25'
L18	S 04°27'36" E	27.44'
L19	N 13°47'37" W	56.19'
L20	N 76°12'23" E	15.00'
L21	S 13°47'37" E	64.22'

**LEGEND**

PG. = PAGE  
 VOL. = VOLUME  
 POB = POINT OF BEGINNING  
 IRF = IRON ROD FOUND  
 CIRF = CAPPED IRON ROD FOUND  
 DOC. NO. = DOCUMENT NUMBER  
 O.R.D.C.T. = OFFICIAL RECORDS, DENTON COUNTY, TEXAS  
 P.R.D.C.T. = PLAT RECORDS, DENTON COUNTY, TEXAS  
 R.P.R.D.C.T. = REAL PROPERTY RECORDS, DENTON COUNTY, TEXAS

**CERTIFICATE OF APPROVAL**

Recommended for Approval \_\_\_\_\_ Date \_\_\_\_\_

Chairperson, Planning and Zoning Commission

Approved for Construction \_\_\_\_\_ Date \_\_\_\_\_

Mayor, Town of Cross Roads \_\_\_\_\_ Date \_\_\_\_\_

The undersigned, the Town Secretary, of the Town of Cross Roads, Texas, hereby certifies that the foregoing final plat of the Hillside Venue Addition to the Town of Cross Roads was submitted to the Town Council on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and the Council, by formal action, then and there accepted the dedication of streets, alleys, parks, easements, public parks, and water and sewer lines, as shown and set forth in and upon said plat, and said Council further authorizes the Mayor to note the acceptance thereof for construction by signing his/her name as herein above subscribed.

Witness my hand this \_\_\_\_\_ day of \_\_\_\_\_ AD, 20\_\_\_\_.

**OWNER'S CERTIFICATE & DEDICATION**

STATE OF TEXAS §  
 COUNTY OF DENTON §

WHEREAS, **BRYAN B. MILES TRUSTEE OF THE MILES TRUST, MILES L, LLC, MAJID KAMALIPOUR, AND MASOUD ARAMI**, are the owners of a 29.29 acre tract or parcel of land situated in the **ROBERT J. MOSLEY SURVEY, ABSTRACT NUMBER 803**, Town of Cross Roads, Denton County, Texas, being all of a called 13.114 acre tract of land described in the deed to Bryan B. Miles Trustee of the Miles Trust, recorded in Document Number 2019-82006, Official Records of Denton County, Texas, and being all of a called 16.157 acre tract of land described in the deed to Bryan B. Miles Trustee of the Miles Trust, recorded in Document Number 2019-81999, Official Records of Denton County, Texas, and being more particularly described by metes and bounds as follows:

**BEGINNING**, at a capped 1/2" iron rod stamped "METROPLEX SURVEYING" found at the Northwest corner of said 13.114 acre tract and the common Northerly Northeast corner of a called 99.996 acre tract of land described in the deed to DVI Realty, L.T.D., recorded in Document Number 2002-R0071633 of the Real Property Records of Denton County, Texas, and being in the South right-of-way line of U. S. Highway 380 a variable width right-of-way;

**THENCE**, with the North line of said 13.114 acre tract and the common South right-of-way line of said U. S. Highway 380 the following courses and distances:  
 South 70°11'12" East, a distance of 744.66 feet to a Texas Department of Transportation monument found;  
 South 64°37'35" East, a distance of 552.57 feet to a capped 1/2" iron rod stamped "METROPLEX SURVEYING" found at the Northeast corner of said 13.114 acre tract and the common Northwest corner of a called 3.048 acre tract of land described in the deed to 7-Eleven, Inc., recorded in Document Number 2016-63739 of the Official Records of Denton County, Texas;

**THENCE**, South 19°47'49" West, with the East line of said 13.114 acre tract and the common West line of said 3.048 acre tract, a distance of 265.00 feet to a capped 1/2" iron rod stamped "METROPLEX SURVEYING" found at the Southwest corner of said 3.048 acre tract;

**THENCE**, South 70°11'06" East, with the East line of said 13.114 acre tract and the common South line of said 3.048 acre tract, passing at a distance of 502.49 feet a capped 1/2" iron rod stamped "METROPLEX SURVEYING" found at the Southeast corner of said 13.114 acre tract, continuing on said course and with the South line of said 3.048 acre tract and with the North line of said 16.157 acre tract, a distance of 535.52 feet to a capped 1/2" iron rod stamped "METROPLEX SURVEYING" found at the Northeast corner of said 16.157 acre tract and the common Southeast corner of said 3.048 acre tract and being in the West right-of-way line of Moseley Road a variable width right-of-way;

**THENCE**, South 04°48'49" East, with the East line of said 16.157 acre tract and the West right-of-way line of said Moseley Road, a distance of 302.04 feet to a 1/2" iron rod found at the Southeast corner of said 16.157 acre tract and being in the North line of said 99.996 acre tract;

**THENCE**, North 86°11'24" West, with the South line of said 16.157 acre tract and the common North line of said 99.996 acre tract, a distance of 1691.64 feet to a 1/2" iron rod found at the Southwest corner of said 16.157 acre tract and an ell corner of said 99.996 acre tract;

**THENCE**, North 02°29'53" East, with the West line of said 16.157 acre tract and the common North line of said 99.996 acre tract, passing at a distance of 480.06 feet a capped 1/2" iron rod stamped "METROPLEX SURVEYING" found at the Northwest corner of said 16.157 acre tract and the common Southwest corner of said 13.114 acre tract, continuing on said course and with the West line of said 13.114 acre tract and the common North line of said 99.996 acre tract, a distance of 1109.78 feet to the **POINT OF BEGINNING** and containing 29.29 acres of land, more or less.

**NOW THEREFORE KNOW ALL MEN BY THESE PRESENTS:**

THAT, **BRYAN B. MILES TRUSTEE OF THE MILES TRUST, MILES L, LLC, MAJID KAMALIPOUR, AND MASOUD ARAMI**, do hereby adopt this plat, designating herein described property as **HILLSIDE VENUE ADDITION**, an addition to the Town of Cross Roads, Denton County, Texas, and does hereby dedicate to public use forever all streets, alleys, parks, watercourses, drains, easements and public places thereon shown for the purpose and consideration therein expressed. No buildings, fences, shrubs or other improvements or growths shall be constructed or placed upon, over or across the drainage and utility easements as shown. Said drainage and utility easements being hereby reserved for the mutual use and accommodation of all public utilities desiring to use same. All and any other public utility shall have the right to remove and keep removed all or parts of any buildings, fences, trees, shrubs or other improvements or growths which may in any way endanger or interfere with the construction, maintenance, or efficiency of its respective system on the drainage and utility easement and all public utilities shall at all times have the full right of ingress and egress to or from and upon the said drainage and utility easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining and adding to or removing all or parts of its respective systems without the necessity at any time of procuring the permission of anyone.

OWNER: **BRYAN B. MILES TRUSTEE OF THE MILES TRUST**

BY: \_\_\_\_\_ Date \_\_\_\_\_  
 Bryan B. Miles Trustee

STATE OF TEXAS §  
 COUNTY OF \_\_\_\_\_ §

BEFORE ME, the undersigned authority, on this day personally appeared **BRYAN B. MILES**, Trustee of the MILES TRUST, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and considerations therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF THE OFFICE this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Notary Public in and for the State of Texas

OWNER: **MILES L, LLC**

BY: \_\_\_\_\_ Date \_\_\_\_\_  
 Bryan B. Miles

STATE OF TEXAS §  
 COUNTY OF \_\_\_\_\_ §

BEFORE ME, the undersigned authority, on this day personally appeared **BRYAN B. MILES**, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and considerations therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF THE OFFICE this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Notary Public in and for the State of Texas

OWNER: **MAJID KAMALIPOUR**

BY: \_\_\_\_\_ Date \_\_\_\_\_  
 Majid Kamalpour

STATE OF TEXAS §  
 COUNTY OF \_\_\_\_\_ §

BEFORE ME, the undersigned authority, on this day personally appeared **MAJID KAMALIPOUR**, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and considerations therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF THE OFFICE this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Notary Public in and for the State of Texas

OWNER: **MASOUD ARAMI**

BY: \_\_\_\_\_ Date \_\_\_\_\_  
 Masoud Arami

STATE OF TEXAS §  
 COUNTY OF \_\_\_\_\_ §

BEFORE ME, the undersigned authority, on this day personally appeared **MASOUD ARAMI**, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and considerations therein expressed and in the capacity therein stated.

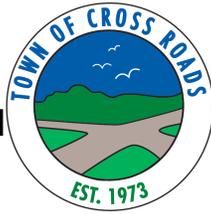
GIVEN UNDER MY HAND AND SEAL OF THE OFFICE this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Notary Public in and for the State of Texas

FINAL PLAT  
**HILLSIDE VENUE ADDITION**  
 LOTS 1-3, BLOCK A

BEING 29.29 ACRES OF LAND SITUATED IN THE  
 ROBERT J. MOSLEY SURVEY, ABSTRACT NO. 803,  
 TOWN OF CROSS ROADS, DENTON COUNTY, TEXAS

TOWN OF CROSS ROADS  
DEVELOPMENT APPLICATION



DATE: \_\_\_\_\_

APPLICATION # 2021-0809-05FPLAT

PROJECT: \_\_\_\_\_

Completed applications will be considered received on the due date specified on the yearly Submission Schedule.  
**PLEASE VERIFY MEETING DATES.**

**DEVELOPMENT APPLICATION**

ZONE CHANGE \_\_\_\_\_ TECHNICAL SITE PLAN \_\_\_\_\_  
GRADING \_\_\_\_\_ MISCELLANEOUS \_\_\_\_\_

**PLEASE SPECIFY THE PRIMARY CONTACT**

Applicant Name \_\_\_\_\_ Signature Drew Donosky  
Project Contact Mailing Address \_\_\_\_\_  
Project Contact Phone \_\_\_\_\_ Email \_\_\_\_\_  
Proposed Project Name \_\_\_\_\_ Location \_\_\_\_\_  
Lot/Block \_\_\_\_\_ Abstract \_\_\_\_\_  
DCAD ID \_\_\_\_\_  
Current Zoning \_\_\_\_\_ Requested Zoning \_\_\_\_\_

**SUBMISSION DOCUMENTS**

Fee \_\_\_\_\_ Legal Description \_\_\_\_\_  
Map \_\_\_\_\_ List of Neighbors \_\_\_\_\_  
Site Plan (Commercial) \_\_\_\_\_ Stamped/Addressed Envelopes \_\_\_\_\_  
Drawings (4 full, 6 half, CD) \_\_\_\_\_  
OTHER (Specify) \_\_\_\_\_

- 1) Legal Description and plat of the subject site typed and attached separately or the subdivision name with lot and block number.
- 2) Map A location map clearly showing the site in relation to adjacent streets and distance to nearest thoroughfare.
- 3) Filing Fee – Application Fee – Review Fee  
    **ZONE CHANGE AND RESIDENTIAL REPLAT ONLY:**
- 4) Names and Addresses of legal property owners within 200 feet of property and the property ID number.
- 5) Stamped addressed envelopes of the property owners within 200 feet.

**ADDITIONAL INFORMATION**

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Before submitting an application, the applicant should consult with the Town Administrator to discuss the feasibility of the request and any additional requirements.



# COUNCIL AGENDA BRIEFING SHEET

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Meeting Date:

September 20, 2021

Agenda Item:

Consider approval of a final plat application for the Rustic Furniture Addition located within the Town of Cross Roads. (2021-0809-06FPLAT)

Prepared by:

Kristi Gilbert, Town Administrator

Property owner Phil Moreino submitted a final plat application for the Rustic Furniture Addition on August 9, 2021 to plat three (3) previously unplatted parcels totaling 15.128 acres of land located at 11901 US 380 into two (2) commercial lots.

The Town Engineer performed a technical review of the application on August 31, 2021. Attached is the final plat application, civil plans and associated documents along with comments from the Town Engineer.

Recommended Action:

Staff recommends approval of the final plat contingent on meeting outstanding comments of the Town Engineer on the civil plans and updating the signature block.

Planning and Zoning Recommendation

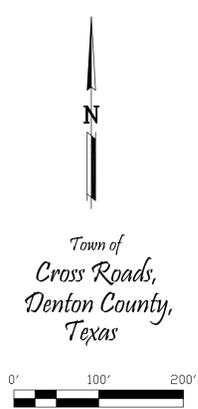
The Planning and Zoning Commission considered the final plat at their September 8, 2021, meeting and recommended approval contingent on staff comments unanimously.

Attachments:

Engineer Review – 8/31/21

Final Plat Application

Plat and Civil Plan Documents



Town of  
Cross Roads,  
Denton County,  
Texas

WHEREAS, RUSTIC FURNITURE WAREHOUSE, LLC is the owner of that certain tract or parcel of land lying and being situated in the Town of Cross Roads, Denton County, Texas, a part of the MARCELLA JONES SURVEY ABSTRACT NO. 662, and being and including all that certain tract said to contain 15.127 acres as described in a deed from Tom Lilly, et al, to RUSTIC FURNITURE WAREHOUSE, LLC, recorded under Clerk's Document No. 2016-164035, said tract or parcel of land is herein described as follows; to wit:

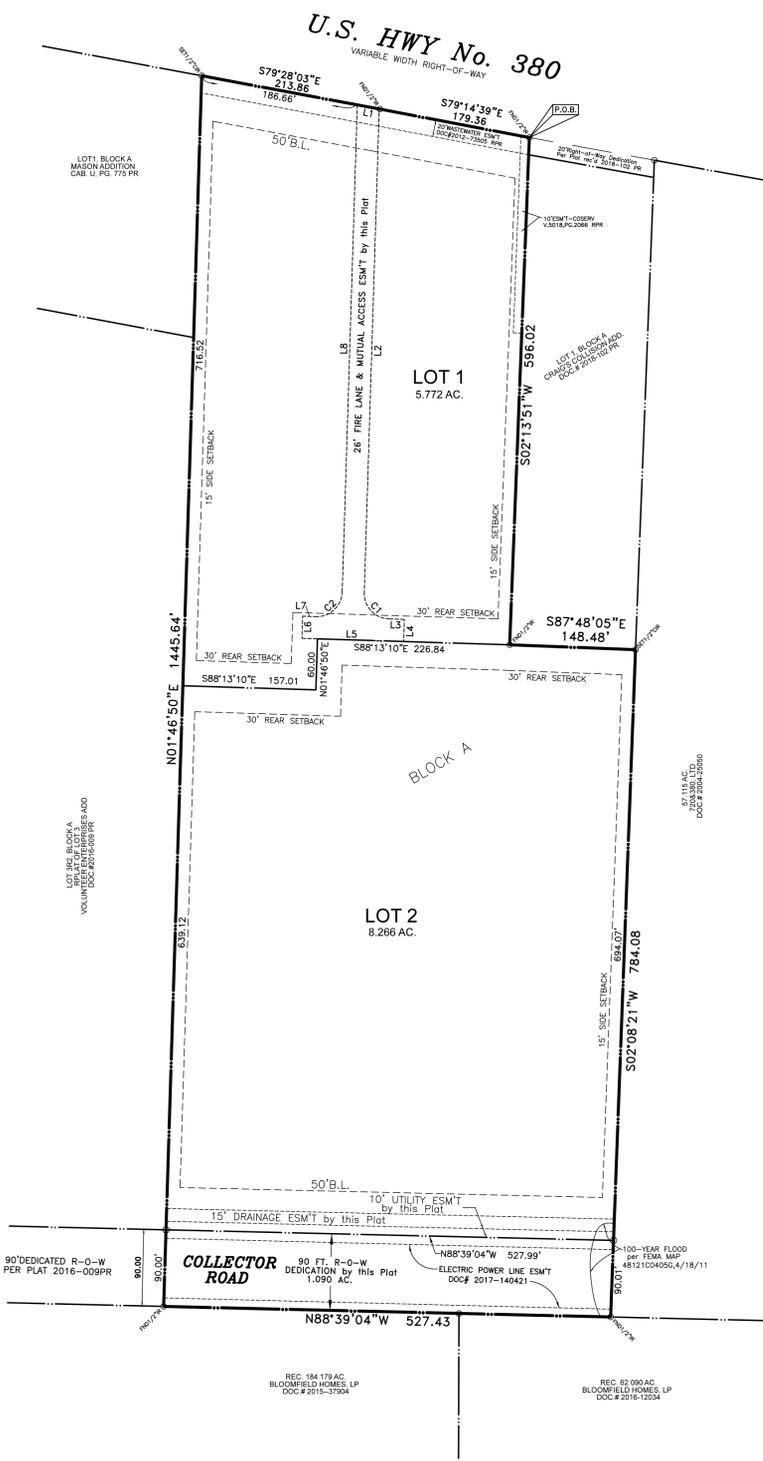
BEGINNING at an one-half inch iron rod found on the south right-of-way line of U.S. Highway No. 380 for the northwest corner of Lot 1, Block A, CRAIG'S COLLISION ADDITION per the Plat recorded under Clerk's Document No. 2018-102, Denton County Plat Records, said corner being the northwest corner of a 20' wide right-of-way dedication per said Plat and the northeast corner of the premises herein described; THENCE south 02 degrees 13 minutes 51 seconds west 596.02 feet to an one-half inch iron rod found for a re-entrant corner hereof, said corner being the southwest corner of said CRAIG'S COLLISION ADDITION; THENCE south 87 degrees 48 minutes 05 seconds east 148.48 feet to an one-half inch capped iron rod set on the west line of a record 57.115 acre tract at the most southerly northeast corner hereof, said corner being the southeast corner of CRAIG'S COLLISION ADDITION; THENCE south 02 degrees 08 minutes 21 seconds west 784.08 feet to an one-half inch iron rod found for the southeast corner hereof, said corner being on the north line of a 62.090 acre tract described in a deed to Bloomfield Homes, LP, recorded under Clerk's Document No. 2016-12034 of the Real Property Records of Denton County; THENCE north 88 degrees 39 minutes 04 seconds west 527.43 feet to an one-half inch iron rod found for the southwest corner hereof, said corner being on the north line of a 62.090 acre tract described in a deed to Bloomfield Homes, LP, recorded under Clerk's Document No. 2015-37904 of the Real Property Records of Denton County, said corner being the southeast corner of Lot 3R2, Block A of the REPLAT OF LOT 3 VOLUNTEER ENTERPRISES ADDITION per the Plat recorded under Document No. 2016-009 of the Denton County Plat Records; THENCE north 01 degrees 46 minutes 50 seconds east a distance of 1445.64 feet to an one-half inch capped iron rod set at the northeast corner of Lot 1, Block A, MASON ADDITION per the plat recorded in Cabinet U, page 775, Denton County Plat Records, for the northeast corner hereof; THENCE along the south right-of-way line of said U.S. Highway No. 380, south 79 degrees 28 minutes 03 seconds east 213.86 feet to an one-half inch iron rod found and south 79 degrees 14 minutes 39 seconds east 179.36 feet to the Place of BEGINNING and containing 15.128 acres of land.

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS THAT, RUSTIC FURNITURE WAREHOUSE, LLC does hereby adopt this plat designating the herein above described property as Lots 1 & 2, Block A, RUSTIC FURNITURE ADDITION, an addition to the Town of Cross Roads, Denton County, Texas, and do hereby dedicate to the public use forever the right-of-ways and easements shown hereon. The easements shown hereon are hereby reserved for the purposes as indicated. The utility easement shall be open for all Town or franchised public utilities for each particular use. The maintenance of drainage facilities in drainage easements is the responsibility of the owner. The maintenance of paving on the easements is the responsibility of the property owner. Said easements being hereby reserved for the mutual use and accommodation of all public utilities using, or desiring to use same. Any Town or franchised utility shall have the full right to remove and keep removed all or parts of any fences, trees, shrubs, or growths which in any way endanger or interfere with the construction, maintenance, or efficiency of its respective system on the easements and all Town or franchised utilities shall at all times have the full right of ingress and egress to and from upon said easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining, and adding to or removing all or parts of its respective system without the necessity at any time of procuring the permission of anyone.

PHILLIP MOREINO  
RUSTIC FURNITURE WAREHOUSE, LLC

STATE OF TEXAS }  
COUNTY OF DENTON }  
Before me, the undersigned Notary Public in and for said County and State, on this day did personally appear PHILLIP MOREINO, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed same the purpose and considerations therein expressed and in the capacity therein stated.  
Given under my hand and seal of office  
this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

NOTARY PUBLIC, STATE OF TEXAS



UTILITY PROVIDERS:  
ELECTRIC: COSERV ELECTRIC CO-OP  
7701 S Stemmons Fwy, Corinth, TX 76210  
(940) 321-7800

WATER: MUSTANG SUD  
7985 FM2931, AUBREY, TX. 76227  
(940) 440-9561

TELEPHONE: AT&T  
2301 RIDGEVIEW DR., PLANO, TX 75025  
(972) 569-3084

LINE & CURVE TABLE:  
FIRE LANE & MUTUAL ACCESS ESM'T

LINE	BEARING	DISTANCE
L1	S79°28'03"E	213.86
L2	S01°48'50"W	26.00
L3	S88°13'10"E	18.00
L4	S01°48'50"W	26.00
L5	N88°13'12"W	120.00
L6	N01°46'50"E	26.00
L7	S88°17'33"E	15.00
L8	N01°46'50"E	572.12

CURVE	ARC LENGTH	RADIUS	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	47.36	30.00	42.60	S43°26'52"E	90°27'25"
C2	46.88	30.00	42.26	N46°33'08"E	89°32'35"

GENERAL NOTES:

1. A portion of the subject property is situated in the 100-year flood as determined by graphical techniques and shown hereon per FEMA Map 48121C0405G, dated 4/18/2011.
2. All lot corner are marked with 5/8" steel pins with yellow cap marked "J.E. SMITH 3700" unless otherwise noted.
3. Notice: Selling a portion of this addition by metes and bounds is a violation of City Ordinances and State Law and is subject to fines and withholding of utilities and building permits.
4. The property depicted hereon is zoned PD. The land use of Warehouse.
5. Minimum finished floor elevation must be established with an approved drainage study prior to the development of Lot 2.
6. All drainage improvements, including those installed within easements, shall be maintained by the owner.

Mayor signature is provided per "Approved for Construction" statement.

That I, James E. Smith, Registered Professional Land Surveyor No. 3700 in the State of Texas, do hereby certify that I prepared this plat from an accurate survey of the premises depicted hereon and that the monuments were placed under my personal supervision in accordance with the ordinances of the Town of Cross Roads, Texas.

PRELIMINARY-FOR REVIEW PURPOSES ONLY: MAY NOT BE RECORDED

JAMES E. SMITH II  
Registered Professional Land Surveyor No. 3700

STATE OF TEXAS }  
COUNTY OF DENTON }

Before me, the undersigned Notary Public in and for said County and State, on this day did personally appear James E. Smith II known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed same the purpose and considerations therein expressed and in the capacity therein stated.

Given under my hand and seal of office  
this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

NOTARY PUBLIC, STATE OF TEXAS

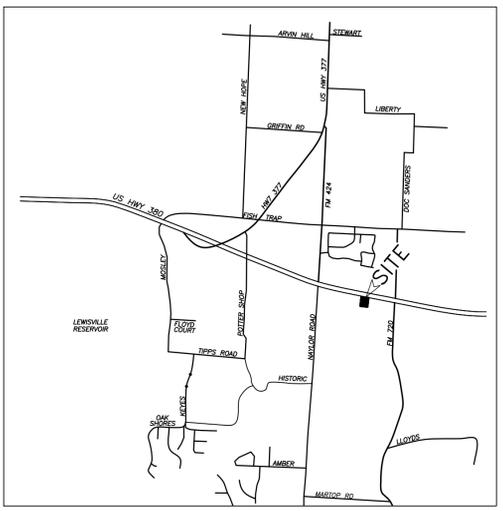
RECOMMENDED FOR APPROVAL:

CHAIRPERSON, PLANNING & ZONING COMMISSION: DATE  
TOWN OF CROSS ROADS, TEXAS

APPROVED FOR CONSTRUCTION

MAYOR, TOWN CROSS ROADS, TEXAS: DATE

VICINITY MAP



Final plat approval may be made contingent on applicant addressing all comments on the civil construction plans.

~~APPROVED AND ACCEPTED:~~

Mayor  
TOWN OF CROSS ROADS, TEXAS

The undersigned, the Town Secretary, of the TOWN OF CROSS ROADS, Texas, hereby certifies that the foregoing Final Plat of Lots 1 & 2, Block A, RUSTIC FURNITURE ADDITION, a subdivision or addition to the TOWN OF CROSS ROADS, TEXAS was submitted to the City Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2021, and the Council by formal action, then and there accepted the dedication of streets, alleys, parks, easements, and public parks and water and sewer lines, as shown and set forth in and upon said plat, and said Council further authorizes the Mayor to note the acceptance thereof for construction by signing his/her name as herein above subscribed.

Witness my hand this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Town Secretary  
Town of Cross Roads, Texas

**FINAL PLAT**  
**LOTS 1 & 2, BLOCK A,**  
**RUSTIC FURNITURE ADDITION**  
Being 15.128 Acres in the  
MARCELLA JONES SURVEY  
ABSTRACT No. 662  
Town of Cross Roads ETJ  
Denton County, Texas

OWNER:  
RUSTIC FURNITURE WAREHOUSE, LLC  
P.O. BOX 10  
AUBREY, TEXAS  
940-440-0455  
rfdept@hotmail.com

SURVEYOR:  
**J.E. Smith**  
5269 Highway 377 South  
AUBREY, TEXAS 76227  
(940) 365-9289  
jesmith@jesmithsurvey.com

TOWN OF CROSS ROADS  
DEVELOPMENT APPLICATION



DATE: 08-09-2021

APPLICATION # 2021-0809-06 FPLA

PROJECT: Rustic Furniture

Completed applications will be considered received on the due date specified on the yearly Submission Schedule.  
**PLEASE VERIFY MEETING DATES.**

**DEVELOPMENT APPLICATION**

ZONE CHANGE \_\_\_\_\_ TECHNICAL SITE PLAN \_\_\_\_\_  
GRADING \_\_\_\_\_ MISCELLANEOUS FINAL

**PLEASE SPECIFY THE PRIMARY CONTACT**

Land Owner Name Rustic Furniture WAREHOUSE LLC Signature [Signature]

Applicant Name Phillip MORENO Signature [Signature]

Project Contact Mailing Address P.O. Box 10, Aubrey TX 76227

Project Contact Phone 409-440-0455 Email \_\_\_\_\_

Proposed Project Name lot 1 B/K/A Rustic Furniture Add. Location 11701 E. 45380

Lot/Block L, A Abstract M. JONES A-662

DCAD ID \_\_\_\_\_  
Current Zoning PD Requested Zoning \_\_\_\_\_

**SUBMISSION DOCUMENTS**

Fee \_\_\_\_\_ Legal Description   
Map  List of Neighbors   
Site Plan (Commercial)  Stamped/Addressed Envelopes   
Drawings (4 full, 6 half, CD)   
OTHER (Specify)

- 1) Legal Description and plat of the subject site typed and attached separately or the subdivision name with lot and block number.
- 2) Map A location map clearly showing the site in relation to adjacent streets and distance to nearest thoroughfare.
- 3) Filing Fee – Application Fee – Review Fee
- ZONE CHANGE AND RESIDENTIAL REPLAT ONLY:
- 4) Names and Addresses of legal property owners within 200 feet of property and the property ID number.
- 5) Stamped addressed envelopes of the property owners within 200 feet.

**ADDITIONAL INFORMATION**

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Before submitting an application, the applicant should consult with the Town Administrator to discuss the feasibility of the request and any additional requirements.



## COUNCIL AGENDA BRIEFING SHEET

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Meeting Date:

September 20, 2021

Agenda Item:

Consider approval of a final plat application for the Modern Pyramids Crossroads Addition located within the Town of Cross Roads. (2021-0809-07FPLAT)

Prepared by:

Kristi Gilbert, Town Administrator

Description:

Applicant Mark Barakat, representing Modern Pyramids, submitted a final plat application for the Modern Pyramids Crossroads Addition on August 9, 2021 to combine and plat two (2) previously unplatted lots totaling 8.4875 acres of land located at the northwest corner of N Potter Shop Road and US 380 to create a single commercial.

The Town Engineer performed a technical review of the application on revised plans on August 31, 2021. The only outstanding item is a closure report.

Recommended Action:

Staff recommends approval of the final plat upon receipt of a closure report.

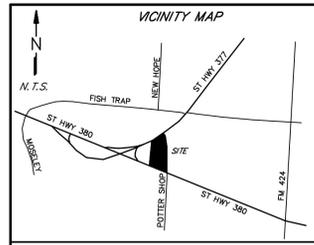
Planning and Zoning Recommendation

The Planning and Zoning Commission considered the final plat at their September 8, 2021, meeting and recommended approval contingent on staff comments unanimously.

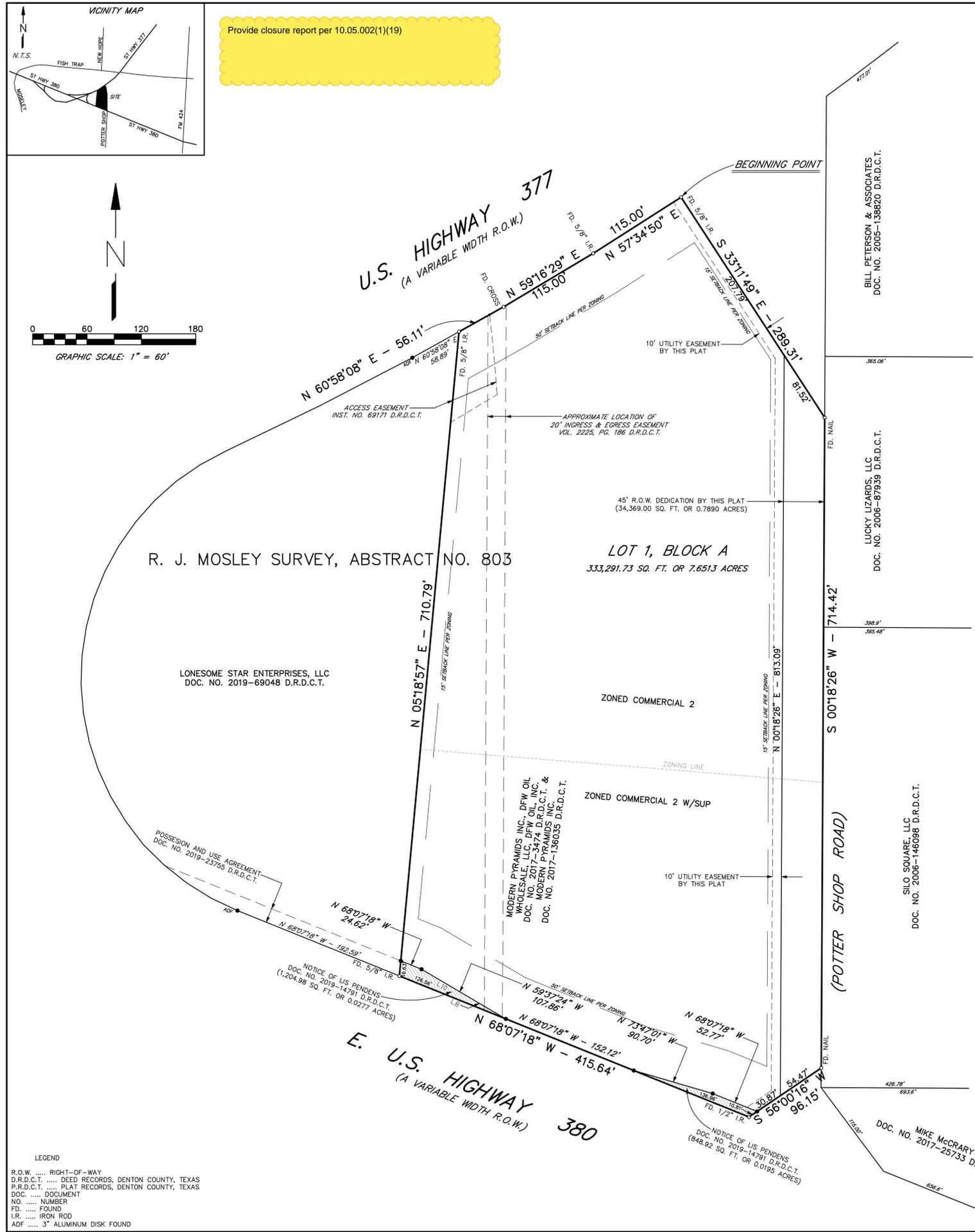
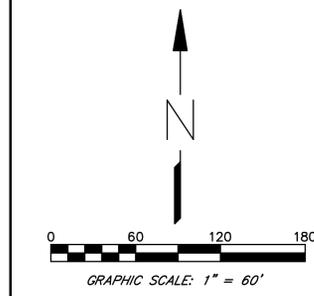
Attachments:

Engineer Mark-Up – 8/31/21

Final Plat Application



Provide closure report per 10.05.002(1)(19)



LEGEND  
 R.O.W. .... RIGHT-OF-WAY  
 D.R.D.C.T. .... DEED RECORDS, DENTON COUNTY, TEXAS  
 P.R.D.C.T. .... PLAT RECORDS, DENTON COUNTY, TEXAS  
 DOC. .... DOCUMENT  
 NO. .... NUMBER  
 FD. .... FOUND  
 I.R. .... IRON ROD  
 ADF .... 3" ALUMINUM DISK FOUND

**OWNER'S CERTIFICATE**

STATE OF TEXAS:  
 COUNTY OF DENTON:

WHEREAS Modern Pyramids Inc., DFW Wholesale, LLC and DFW Oil, Inc., are the owners of that certain lot, tract or parcel of land situated in the R. J. MOSLEY SURVEY, ABSTRACT NO. 803, Town of Cross Roads, Denton County, Texas, and all of that same tract of land described in deed to Modern Pyramids Inc., DFW Wholesale, LLC and DFW Oil, Inc., recorded in Document No. 2017-3474 of the Deed Records of Denton County, Texas, and said tract being more particularly, described as follows:

BEGINNING at a 5/8" iron rod found for corner at the intersection of Potter Shop Road with the southeast R.O.W. line of U. S. Highway 377 (a variable width R.O.W.);

THENCE S 33°11'49" E, 289.31' along Potter Shop Road to a mag nail found for corner;

THENCE S 00°18'26" W 714.42' along Potter Shop Road to a mag nail found at the northernmost point of a corner cut-off;

THENCE S 56°00'18" W, 96.15' along said cut-off line to a 1/2" iron rod found for corner in the northeast R.O.W. line of E. U. S. Highway 380 (a variable width R.O.W.);

THENCE N 68°07'18" W, 415.64' along the northeast R.O.W. line of E. U. S. Highway 380 to a 5/8" iron rod found for corner;

THENCE N 05°18'57" E, 710.79' to a 5/8" iron rod found for corner in the southeast line of U. S. Highway 377;

THENCE N 60°58'08" E, 56.11' along the southeast line of U. S. Highway 377 to a cross found for corner;

THENCE N 59°16'29" E, 115.00' along the southeast line of U. S. Highway 377 to a 5/8" iron rod found for corner;

THENCE N 57°34'50" E, 115.00' along the southeast line of U. S. Highway 377 to the Point of Beginning and containing 369,714.62 square feet or 8.4875 acres of land.

**SURVEYORS CERTIFICATE:**

KNOW ALL MEN BY THESE PRESENTS:

THAT I, Scott Davis, do hereby certify that I have prepared this plat from an actual survey of the land and that the corner monuments shown thereon were properly placed under my personal supervision in accordance with the platting Rules and Regulations of the Town of Cross Roads, Texas.

Scott Davis  
 Registered Professional Land Surveyor No. 5111

Recommended for Approval	
Chairperson, Planning and Zoning Commission	Date
Approved For Construction	
Mayor, Town of Cross Roads	Date
The undersigned, the Town Secretary, of the Town of Cross Roads, Texas, hereby certifies that the foregoing final plat of MODERN PYRAMIDS CROSS ROADS ADDITION to the Town of Cross Roads was submitted to the Town Council on the ____ day of _____, 2021, and the Council, by formal action, then and there accepted the dedication of streets, alleys, parks, easements, public parks, and water and sewer lines, as shown and set forth in and upon said plat, and said Council further authorizes the Mayor to note the acceptance thereof for construction by signing his/her name as herein above subscribed.	
Witness my hand this ____ day of _____, 2021.	
Town Secretary, Town of Cross Roads	

**General Survey Notes:**

- Said described property is located within an area having a Zone Designation X by the Federal Emergency Management Agency (FEMA), on Flood Insurance Rate Map No. 48121C0385G, with a date of identification of 4/18/11, for Community No. 481513, in Denton County, State of Texas, which is the current Flood Insurance Rate Map for the community in which said premises is situated.
- Reference Bearing for the northeast R.O.W. line of E. U.S. Highway 380, N 68°07'18" W, per TxDOT R.O.W. plans.
- Denton County Electric Cooperative, Inc. Easement recorded in Volume 401, Page 171 D.R.D.C.T. is a Blanket Easement with an ambiguous location, and may affect subject property.

**OWNER'S DEDICATION**

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

THAT Modern Pyramids Inc., DFW Wholesale, LLC and DFW Oil, Inc., acting herein by and through it's duly authorized officers, does hereby adopt this plat designating the herein above described property as **MODERN PYRAMIDS CROSS ROADS ADDITION**, an addition to the Town of Cross Roads, Texas, and does hereby dedicate, in fee simple, to the public use forever, the streets and alleys shown thereon. The streets and alleys are dedicated for street purposes. The easements and public use areas, as shown, are dedicated for the public use forever, for the purposes indicated on this plat. No buildings, fences, shrubs, or other improvements or growths shall be constructed or placed upon, over, or across the easements as shown. In addition, utility easements may also be used for the mutual use and accommodation of all public utilities desiring to use or using the same unless the easement limits the use to particular utilities, said use by public utilities being subordinate to the public's and Town's use thereof. The Town of Cross Roads and public utility entities shall have the right to remove and keep removed all or parts of any buildings, fences, trees, shrubs, or other improvements or growths which may in any way endanger or interfere with the construction, maintenance, or efficiency of their respective systems in said easements. The Town of Cross Roads and public utility entities shall at all times have the full right of ingress and egress to or from their respective easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining, reading meters, and adding to or removing all or parts of their respective systems without the necessity at any time of procuring permission from anyone.

This plat approved subject to all platting ordinances, rules, regulations, and resolutions of the Town of Cross Roads.

WITNESS, my hand, this the \_\_\_\_ day of \_\_\_\_\_, 2021.

Modern Pyramids Inc., DFW Wholesale, LLC and DFW Oil, Inc.

Sami Ebrahim, Owner

STATE OF TEXAS:  
 COUNTY OF DALLAS:

BEFORE ME, the undersigned, a Notary Public in and for said State, on this day personally appeared Sami Ebrahim, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and considerations therein expressed.

GIVEN under my hand and seal of office, this the \_\_\_\_ day of \_\_\_\_\_, 2021.

Notary Public in and for the State of Texas.

STATE OF TEXAS:  
 COUNTY OF DALLAS:

BEFORE ME, the undersigned, a Notary Public in and for said State, on this day personally appeared Scott Davis, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and considerations therein expressed.

GIVEN under my hand and seal of office, this the \_\_\_\_th day of \_\_\_\_\_, 2021.

Notary Public in and for the State of Texas.

**FINAL PLAT**  
**MODERN PYRAMIDS CROSSROADS ADDITION**  
 LOT 1, BLOCK A  
 AN ADDITION OF 8.4875 ACRES OF LAND  
 SITUATED IN THE R. J. MOSLEY SURVEY,  
 A-803, TOWN OF CROSS ROADS, DENTON  
 COUNTY, TEXAS.

OWNER  
 DFW DISTRIBUTORS PETROLEUM  
 11551 FOREST CENTRAL DR. SUITE 230  
 DALLAS, TX 75243

DAVIS LAND SURVEYING CO., INC.  
 9777 FERGUSON ROAD, SUITE 105  
 DALLAS, TEXAS 75228

disc@bcbglobal.net  
 214-321-0569

REVISED: 08/30/2021  
 DATE: 03/30/2021  
 JOB NO. 16131D

TOWN OF CROSS ROADS  
PLATTING APPLICATION



DATE: 08/09/21  
 APPLICATION # 2021-0809-07 FPLA  
 PROJECT: Modern Pyramid

Completed applications will be considered received on the due date specified on the yearly Submission Schedule.  
**PLEASE VERIFY MEETING DATES.**

**TYPE OF PLAT**

Preliminary  \_\_\_\_\_ Replat  \_\_\_\_\_  
 Final  \_\_\_\_\_ Administrative/Amending  \_\_\_\_\_

**PLEASE SPECIFY THE PRIMARY CONTACT**

Land Owner Name Sami Ebrahim Signature [Signature]  
 Applicant Name Mark Barakat Signature [Signature]

Project Contact Mailing Address 1111 Belt Line Rd #100, Garland, TX 75040

Project Contact Phone 214-864-6171 Email mark@dfwoilenergy.com

Proposed Project Name Circle K Gas Station Location R J Mosely Survey  
 Lot/Block Lots 1 & 2, Block A Abstract A-803  
 DCAD ID 38304  
 Number of Lots Created 0

**SUBMISSION DOCUMENTS**

Fee \_\_\_\_\_ Legal Description \_\_\_\_\_  
 Map \_\_\_\_\_ List of Neighbors \_\_\_\_\_  
 Site Plan (Commercial) \_\_\_\_\_ Stamped/Addressed \_\_\_\_\_  
 Envelopes \_\_\_\_\_  
 Drawings (4 full, 2 half) \_\_\_\_\_  
 OTHER (Specify) \_\_\_\_\_

**APPLICATION EXPLANATION**

**Explanation and Description of Request or Project**

This submission is in order to apply for a certificate of occupancy for our business.  
 \_\_\_\_\_  
 \_\_\_\_\_

Before submitting an application, the applicant should consult with the Town Administrator to discuss the feasibility of the request and any additional requirements.



## COUNCIL AGENDA BRIEFING SHEET

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Meeting Date:

September 20, 2021

Agenda Item:

Consider approval of an application for a tree removal permit submitted by Ken Meyers, for property located at 205 Meadowcreek Drive to remove a dead tree over 18" in diameter at breast height.

Prepared by:

Kristi Gilbert, Town Administrator

Description:

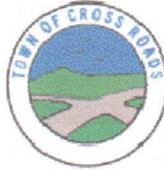
Applicant Ken Meyers submitted the attached Tree Removal Permit Application to remove a multi-trunk tree, which, when measured per our ordinance, equates at a 24" diameter breast height (DBH) tree from a residential lot. Mr. Meyers has indicated the is declining as a result of a lightning strike which has caused it to loose branches. The included photograph indicates the tree is adjacent to a garage which could be damaged if the tree falls.

Recommended Action:

Staff recommends the approval of the tree removal permit to allow for the removal of the tree.

Attachments:

Tree Removal Permit Application  
Photograph



# TREE REMOVAL PERMIT APPLICATION

Based on Town of Cross Roads Code of Ordinances

Date: 8/19/2021

Applicant Name: Ken Meyers

Property Owner Name and Signature: Ken Meyers 

Property Address: 205 Meadowcreek Dr.

Phone: 469 877-1910 email: meyers-ken@hotmail.com

## REASON FOR PERMIT REQUEST

A Tree Preservation and Protection permit is required for the following:

- I have a tree/s 18 inches or greater DBH (diameter at breast height/ 4 1/2 foot height) and must get council permission for removal
- I am a contractor developing a new residential property or lot/s and prior to any clearing of trees over 6" in DBH I am submitting a tree preservation plan
- I own or represent an owner for an agricultural/residential property and need a permit to remove trees 6" or greater DBH including dead trees.
- I am developing a commercial property and **PRIOR** to any clearing or removal of trees or other action that could impact the trees I am submitting a tree preservation plan
- Dead trees over 6" DBH (diameter at breast height/4 1/2 foot height). Describe below
- THERE ARE NO TREES ON MY PROPERTY

Description of Action: 1 post oak (co-dominat); DBH 15.5 and 16.25. Tree was struck by lightening and continues to loose large branches. Concerned ~~bract~~ the tree will eventually fall on my garage and/or cars

(Please attach an additional sheet if more space needed)

## DOCUMENTATION ATTACHED

- Photos
- Tree Preservation Plan
- Tree Location
- Map
- Signed Affidavit
- Other \_\_\_\_\_

OFFICE USE ONLY			
Rec'd by: _____	Date _____	Time _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Signature: _____			
Date: _____			
Reason: _____			





## COUNCIL AGENDA BRIEFING SHEET

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Meeting Date:

September 20, 2021

Agenda Item:

Consider approval of the disposition of assets from the dissolution of the Northeast Municipal Court.

Prepared by:

Kristi Gilbert, Town Administrator

Description:

Staff with the Town of Cross Roads and the City of Krugerville have been working together on the disposition of assets related to the dissolution of the Northeast Municipal Court. The proposed disposition is designed to result in a 70/30 split between Cross Roads and Krugerville respectively which matches the Northeast Police Department Interlocal Agreement.

Outside of general office supplies, items to be disposed of include a walk-thru metal detector, handheld metal detectors, a desktop printer, scanner, Apple laptops, handheld ticket writers with accessories and printers that are installed in the police vehicles. Due to there being limited supply of technology items and some already being configured to the computers with the Town of Cross Roads, the suggestion is that Cross Roads would keep most of the technology items and would compensate Krugerville in the amount of \$1,250 which is approximately 30% of the value of the items. Additionally, since neither jurisdiction will be utilizing the Apple computers, Staff proposes to sell them and divide the proceeds 70/30.

Staff Recommended Action:

Staff recommends approving the disposition of assets as indicated on the attached inventory.

Attachments:

Proposed Asset Disposition Schedule

### Northeast Municipal Court Inventory

Items	Estimated Value	Krugerville	Cross Roads	Notes
Tall Filing Cabinets - 2 sets		1	1	
1 Wall Hanging File Organizer			1	
Avery Address Labels 5351 - 1 1/2 Box		remainder		
Avery Address Labels 5962 - Less than 1/2 box		remainder		
Northeast Municipal Court Envelopes - 1 1/2 box	n/a			NEMC printed (Destroy)
Hanging File Folders - 180 Count		55	125	
Alpha Dividers - 4 Sets		2	2	
Dividers by Month - 1 set		1		
1 Cash Box		1		
1 Walk Thru Metal Detector	~\$2200		1	
2 handheld metal detector		2		
Case Jackets for Court - 1/2 box		remainder		
Plastic Case Folders for Court - 300	~\$850	90	110	
1 Box Code Enforcement Ticket Paper	n/a			NEMC printed (Destroy 36 # of books)
1 Box Ticket Paper from Brazos		11	25	Generic 36 Rolls as of 7/14/21
2 Cash Receipt Books		2		Generic
1 Printer - Brother MFC-9340CDW	~\$400 value		1	
2 Court Seal Stamps	n/a			NEMC Stamps (Destroy)
Court Gun Signs - 1 Set			1	
1 Wireless Mac Mouse Pad				Surplus
Fujitsu Fi-7160 Scanner	~\$900		1	
3 Mac Laptops				
Serial No.:				
C02S55MDG8WN				Surplus and split revenue 70/30
FVFYR10TL410				Surplus and split revenue 70/30
C02D7DHNMD6M				Surplus and split revenue 70/30

4 Hand Held Ticket Writers (w/ NEPD)	purchased for \$1163 in 2020			
Cross 1 – ser # 20165522503572		1		
Cross 2 – ser # 20165522503660			1	
Cross 3 – ser # 20165522503567			1	
Cross 4 – ser # 18324522510017			1	
1 Battery Charger for Ticket Writer	purchased for \$341 in 2020			1
1 Ethernet Cradle	purchased for \$472 in 2020			1
8 Printers for Ticket Writer (in NEPD vehicles)	purchased for \$611 in 2020	2		6
Misc Hardware for Ticket Writers	\$651	with individual ticketwriters		
Cross Roads to pay Krugerville for 30% of metal detector, printer, scanner and charger/cradles for ticket writers				\$1,250
Software Note:				
Brazos Set Up of New Software in 2020 (Labor/Training Charges)	\$17,500			Already expended
Brazos License fee for Court Software - 1 time charge in 2020	3250			Already expended
4 eCitation License for each ticket writer - 1 time charge in 2020	3400			License runs with ticket writers at ann
10 eCitation License for Laptops - 1 time charge in 2020	8,500			License runs with laptops at annual co
Brazos Annual Hosting Fee	1,061			License ends 9/30/21
LT Systems Conversion from Cardinal Labor in 2020	7,000			Already expended
LT Systems Installation and Training in 2020	3,300			Already expended
LT Systems Annual Maintenance	4,800			License ends 9/30/21
	<b>Note:</b>	Current Desk Owned by Cross Roads		
		Current Chair Owned by Cross Roads		
		Current Book Shelf Owned by Cross Roads		
		Current Wireless Mac Keyboard Owned by Cross Roads		
		Current Monitor Samsung Sync Master SA450		



## COUNCIL AGENDA BRIEFING SHEET

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Meeting Date:

September 20, 2021

Agenda Item:

Discuss and consider approval of procedures with regard to Northeast Police Department Officer pay and benefits.

Prepared by:

Kristi Gilbert, Town Administrator  
Shaun Short, Police Chief

Description:

With the dissolution of the Northeast Police Department (NEPD), the Town Council agreed to provide the same benefits to officers. There are two officers planned to transfer to the Cross Roads Police Department from NEPD. Staff has researched their current PTO and sick balance as well as longevity pay.

Officer Draut currently has 124 hours of PTO time and 160 hours of sick time accrued. Officer Lightfoot currently has 43 hours of PTO time and 160 hours of sick time accrued.

The NEPD Commission has agreed to pay out the balance of PTO time for all NEPD officers upon dissolution. With the proposed amendments to the Town's Personnel Handbook, the maximum accrual for both officers based on their years of service would be 300 hours. Staff is proposing that both officers be allowed to carry over their 160 hours of sick time as PTO and then paid the balance of their vacation time by the NEPD. Since sick time is not typically paid out when leaving employment, Staff would recommend that the 160 hours not be subject to pay out if either of the officers leave, whether voluntarily or involuntarily, on or before September 30, 2023.

Additionally, Staff is proposing that the two NEPD officers receive the longevity pay as they would have for FY 2022, but would follow the Town's longevity pay for any future budget years. This recommendation can be met with the current allocated funds.

Recommended Action:

Staff recommends approval of the transfer of time and payment of longevity as indicated above.

Attachments:

None



# COUNCIL AGENDA BRIEFING SHEET

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Meeting Date:

September 20, 2021

Agenda Item:

Discuss and consider an ordinance adopting the second amendment to the Fiscal Year 2021-2022 budget for the Town of Cross Roads.

Prepared by:

Kristi Gilbert, Town Administrator

Description:

At the June 21, 2021 Council meeting, an amendment to the FY 2020-2021 budget was approved to add expenditures related to the establishment of the Cross Roads Police Department. With the preparation of the FY 2021-2022 budget, Staff determined that it was appropriate to transfer unexpended funds dedicated for street repairs in the amount of \$150,000 to the Road Improvement Fund to be dedicated for future capital road projects. This transfer requires a second amendment to the FY 2020-2021 budget.

In reviewing revenues to date and activities related to the establishment of the Cross Roads Police Department, Staff has determined some adjustments to the FY 2020-2021 budget are necessary. These include the following:

- Adjusting revenues to reflect actuals more accurately. Primarily this results in an increase to revenue line items, with the exception of the Mustang Franchise Fee which came in lower than anticipated.
- Increasing the following expenses items:
  - Advertising and Promotions to include expenditures for the final visioning event
  - Codification services for a slightly higher expense than anticipated
  - Legal fees for more hours than anticipated
  - Vehicle maintenance due to unexpected minor repairs to the Town's truck
  - Lease & CAM Payments due to an adjustment in the actual square footage of rental space
  - Park Maintenance due to slightly higher costs than anticipated
  - Decrease in Street and ROW Cleanup due to the rainy weather that prevented some mowings
  - Decrease in Street Repairs due to lack of projects; however, the balance will be transferred to the Road Improvement Fund for future capital projects
  - Increased sanitation contract as a direct result of increased permits (and increased revenue)
  - Increased supplies for the Police Department including evidence supplies, office supplies, vehicle maintenance/graphics and furniture
  - Increase in contract services for the use of contract background investigators and associated background items



## COUNCIL AGENDA BRIEFING SHEET

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- Substantial decrease in officer wages and related items due to most officers starting late September instead of the conservative budget estimates of late-July

Staff Recommended Action:

Staff recommends approval of an ordinance adopting the second amendment to the FY 2020-2021 Budget.

Attachments:

Ordinance adopting FY 2021 Budget Amendment

**TOWN OF CROSS ROADS**

**ORDINANCE NO. 2021-0920-\_\_\_\_\_**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF CROSS ROADS, TEXAS, AMENDING THE BUDGET FOR THE 2020-2021 FISCAL YEAR; PROVIDING THAT THE BUDGET TO BE KEPT IN TOWN SECRETARY'S OFFICE; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town Council approved an amendment to the Fiscal Year 2020-2021 budget at a meeting conducted on June 21, 2021 where all interested persons were given an opportunity to be heard for or against any item therein; and,

**WHEREAS**, as required by Texas Local Government Code 102.002, the budget officer has prepared a municipal budget to cover the proposed expenditures of the municipal government for the succeeding year; and,

**WHEREAS**, the Town Council finds that the passage of this Ordinance is in the best interest of the citizens of Cross Roads.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF CROSS ROADS, TEXAS:**

**SECTION 1:** That, all matters stated in the Recitals hereinabove are found to be true and correct and are incorporated herein by reference as if copied in their entirety

**SECTION 2:** That the Council hereby adopts the budget amendment number two for the fiscal year beginning October 1, 2020, and ending September 30, 2021 as shown in *Exhibit "A."*

**SECTION 3:** That a copy of the official adopted 2020-2021 budget documents shall be kept on file in the office of the Town Secretary

**SECTION 5:** If any portion of this Ordinance shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and the Council hereby determines that it would have adopted this Ordinance without the invalid provision.

**SECTION 6:** That this Ordinance shall become effective from and after its date of passage.

**PASSED AND APPROVED ON THIS 20<sup>th</sup> DAY OF SEPTEMBER 2021.**

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Town Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Town Attorney

**EXHIBIT A**  
**FY 2020-2021 BUDGET AMENDMENT #2**

	2021 Budget	FY21 Budget Amendment 1	FY21 Budget Amendment 2
<b>Income</b>			
<b>1000 Sales Tax Collections</b>	2,100,000.00	2,625,000.00	2,625,000.00
<b>1004 Beverage Tax Collections</b>	16,000.00	17,500.00	21,830.00
Higher than anticipated collections			
<b>1006 Franchise Tax-Telecom</b>	10,000.00	5,000.00	5,300.00
Higher than anticipated collections			
<b>1008 Franchise Tax- Waste</b>	24,000.00	22,500.00	22,500.00
<b>1010 Franchise Tax-Electric/Gas</b>	107,000.00	97,500.00	97,500.00
<b>1018 Franchise Tax- Mustang SUD</b>	12,000.00	16,500.00	14,750.00
Revenues lower than anticipated			
<b>2000 Development/Platting Permit Fees</b>	6,000.00	12,000.00	17,750.00
Professional Service Deposit for Civil Engineering, increase fees			
<b>2002 Residential/Commercial Building Permits and Inspections</b>	175,000.00	325,000.00	325,000.00
FY 21 anticipated a OHR, Phase 1, actual permits paid for were 64 (73 submitted) of the 142 lots (\$190,000) as of 5.28.21. Includes 9 commercial and 3TFO. OHR Ph 2 (113) lots anticipates permit issuance beginning Summer 2022. Project 20 permits for OHR, Ph2, 7 other SFR, 8 comm, 2 TFO in FY22 - Application fees to increase in FY22, 60 OHR, Ph2,10 SFR, 9 comm, 3 TFO in FY 23; 23 OHR, Ph2 and 20 (of 136) OHR Ph3, and 12 SFR, 10 comm 4 TFO in FY 24; 80 OHR, Ph3, 10 SFR, 10 Com & 4 TFO in FY25; 36 OHR, Ph3, 10 SFR, 8 Com & 4 TFO in FY 26			
<b>2004 Septic Permits and Fees</b>	3,000.00	4,500.00	5,575.00
FY 21 based on 16 permits. FY 22 based on 15 permits with increase in application fees			
<b>2006 Health Inspection and Fees</b>	9,000.00	11,000.00	11,000.00
<b>2008 Signs Permit and Fees</b>	2,000.00	2,400.00	5,300.00
FY 21 based on 36 permits. FY 22 based on 36 permits, with increase in application fees			
<b>3000 Administrative Fees</b>	2,500.00	2,500.00	2,500.00
<b>3001 Un-Permitted Tree Kill Fine</b>		1,232.00	1,232.00
<b>3004 MDD Contribution</b>	240,000.00	240,000.00	240,000.00
<b>3006 Interest Income</b>	7,000.00	7,000.00	10,500.00
Higher than anticipated			
<b>3009 NEMC Personnel Reimbursement</b>	105,000.00	105,000.00	105,000.00
<b>3011 NEPD Personnel Reimbursement</b>	13,500.00	13,500.00	13,500.00
<b>3014 Credit Card Processing Fee</b>	1,000.00	1,000.00	1,200.00
Pass through account for PayPal - Credit Card Processing Fee of 3.24%			
<b>Total Income</b>	<b>\$ 2,833,000.00</b>	<b>3,509,132.00</b>	<b>3,525,437.00</b>
<b>Expenses</b>			
<b>6001 Accounting and Auditing Fees</b>	4,500.00	4,500.00	4,500.00
<b>6002 Advertising and Promotion</b>	1,000.00	1,500.00	2,500.00
Increased fees related to visioning activities			
<b>6004 Software</b>	25,000.00	53,000.00	53,000.00
<b>6006 Codification Services</b>	1,000.00	1,825.00	2,225.00
Higher than anticipated			
<b>6008 Election Costs</b>	14,000.00	8,400.00	8,400.00
<b>6010 TML Insurance</b>	7,500.00	7,500.00	7,500.00
<b>6012 Legal Fees</b>	12,000.00	40,000.00	68,000.00
More hours than anticipated			

<b>6014 Office Expenses</b>	10,000.00	10,000.00	11,500.00
Purchase of more supplies for new lease space			
<b>6016 Public Notices/Dues</b>	1,000.00	1,000.00	1,500.00
More notices published than anticipated			
<b>6018 Repair and Maintenance</b>	20,000.00	18,000.00	18,000.00
<b>6020 Vehicles Maintenance - Admin</b>	2,000.00	2,200.00	3,000.00
Unanticipated maintenance needs for Town truck			
<b>6022 Training</b>	5,000.00	5,000.00	5,000.00
<b>60XX Lease &amp; CAM Payments - Town Hall</b>		13,100.00	19,000.00
Square footage increased after final measurements resulting in total monthly payments of \$5,757.02			
<b>6024 Utilities</b>	19,000.00	18,000.00	18,000.00
<b>6028 Lovetts 380 Agreement</b>	85,451.00	0.00	0.00
<b>6030 Paypal Charge</b>	1,000.00	1,000.00	1,200.00
Pass through account for PayPal - Credit Card Processing Fee of 3.24%			
<b>7000 Police Department Services</b>	982,644.00	982,644.00	982,644.00
<b>7002 Interlocal Ambulance</b>	27,830.00	27,830.00	27,830.00
<b>7004 Interlocal Fire</b>	425,000.00	425,000.00	425,000.00
<b>8000 A Park Maintenance</b>	10,000.00	10,000.00	11,500.00
Maintenance costs higher than anticipated			
<b>8002 Park Events</b>	5,000.00	5,000.00	5,000.00
<b>8004 Park Improvement Fund</b>	5,000.00	5,000.00	5,000.00
<b>8006 Careflite Services</b>	2,500.00	2,500.00	2,000.00
Less use of services than anticipated			
<b>8007 Capital Additions</b>	15,000.00	136,500.00	136,500.00
<b>8008 City of Aubrey Library Fund</b>	21,500.00	21,500.00	21,500.00
<b>8500 Street Materials and Signs</b>	8,000.00	8,000.00	8,000.00
<b>8502 Street and Row Cleanup</b>	40,000.00	40,000.00	30,000.00
Reduced due to less mowing from rainy season			
<b>8504 Street Contract/Repairs - Transfer to Road Improvements</b>	458,000.00	458,000.00	308,000.00
Reduced to less repairs, balance of 150,000 to be transferred to road improvement fund			
<b>9000 Engineering Services</b>	75,000.00	75,000.00	75,000.00
<b>9002 Res &amp; Com Building Review &amp; Insp.</b>	9,000.00	9,000.00	9,000.00
<b>9004 Other Professional Services</b>	1,500.00	84,000.00	84,000.00
<b>9006 Code Enforcement Services</b>	2,000.00	2,000.00	1,200.00
Less inspections than anticipated			
<b>9008 Sanitarian Services</b>	5,000.00	5,000.00	7,000.00
Increased based on increased permits			
<b>9010 Animal Control</b>	13,800.00	13,800.00	13,800.00
<b>9506 Admin Employee Health Benefits/Wellness</b>	36,500.00	38,000.00	38,000.00
<b>9502 Admin Taxes</b>	35,000.00	34,000.00	34,000.00
<b>9504 Admin Wages</b>	415,000.00	422,000.00	422,000.00
<b>95XX Overtime</b>			
<b>9500 Admin Retirement - TMRS</b>	31,275.00	32,000.00	32,000.00
<b>P-8025 Law Enforcement Supplies</b>	0.00	\$ 1,000.00	\$ 1,000.00
<b>P-8050 Uniforms</b>	0.00	\$ 13,500.00	\$ 13,500.00
<b>P-8065 Ammunition</b>	0.00	\$ 1,000.00	\$ 1,000.00
<b>P-8067 Evidence Supplies</b>	0.00	\$ 1,000.00	\$ 3,500.00
Increased to purchase items for start up			
<b>P-8070 Office Supplies</b>	0.00	\$ 3,000.00	\$ 6,000.00
Increased to purchase items for start up			
<b>P-8075 Postage</b>	0.00	\$ 200.00	\$ 200.00
<b>P-8094 Office Equip - Rental</b>	0.00	\$ 600.00	\$ 600.00

P-8095 IT Support - Police	0.00	\$ 12,000.00	\$ 12,000.00
P-8130 Training / Travel	0.00	\$ 2,000.00	\$ 2,000.00
P-8140 Dues & Subscriptions	0.00	\$ 1,500.00	\$ 1,500.00
P-8160 Contract Services	0.00	\$ 2,000.00	\$ 10,000.00
was audit services; Used for contracted background investigators for new hires			
P-8300 Legal	0.00	\$ 5,000.00	\$ 5,000.00
P-8410 Community Events	0.00	\$ 3,500.00	\$ 3,500.00
P-8076 Landscaping	0.00	\$ 300.00	\$ 300.00
P-8152 Electricity	0.00	\$ 400.00	\$ 400.00
P-8153 Water	0.00	\$ 70.00	\$ 70.00
P-8155 Bldg Maint/Cleaning	0.00	\$ 150.00	\$ 150.00
P-8110 Telephone (cell phone)	0.00	\$ 1,875.00	\$ 1,875.00
P-8154 DCSO - Dispatch Fees	0.00	\$ 10,000.00	\$ 10,000.00
P-8170 Software/Upgrade/Maint.	0.00	\$ 25,000.00	\$ 25,000.00
P-8005 Payroll Holiday	0.00	\$ 3,400.00	\$ -
P-8006 Payroll Overtime	0.00	\$ 1,000.00	\$ -
P-8010 Officer Wages	0.00	\$ 99,952.67	\$ 32,000.00
Reduced based on officer start date of mid-Sep instead of late July			
P-8015 Workers Comp	0.00	\$ 3,965.40	\$ 1,400.00
~3.8%			
P-8020 Payroll Taxes SS/Med	0.00	\$ 7,982.98	\$ 2,500.00
~7.65%			
P-8030 Quickbooks Payroll Fee	0.00	\$ 1,900.00	\$ 200.00
P-8035 TMRS	0.00	\$ 7,857.76	\$ 2,500.00
~7.65%			
P-8040 Medical Ins. (All Insurance)	0.00	\$ 7,500.00	\$ 2,500.00
P-8041 Longevity	0.00	\$ 7,500.00	\$ -
P-8042 Incentive Pay	0.00	\$ 150.00	\$ 150.00
P-8045 Liability	0.00	\$ 3,000.00	\$ 3,000.00
P-8085 Gas	0.00	\$ 3,500.00	\$ 3,500.00
P-8090 Vehicle & Equipment Maintenance	0.00	\$ 7,500.00	\$ 12,500.00
Vehicle graphics & anticipated repairs/tires			
<b>Total Operating Expenses</b>	<b>\$ 2,833,000.00</b>	<b>\$ 3,022,799.00</b>	<b>\$ 2,903,299.00</b>
<b>Less Expenses for Decision Packages</b>			
Balance	\$ 0.00	\$ 486,333.00	\$ 622,138.00
Transfer Out to Road Improvement Fund	50%		\$ 150,000.00
<b>Net Income</b>	<b>\$ 0.00</b>	<b>\$ 486,333.00</b>	<b>\$ 472,138.00</b>
Beginning Balance	\$ 661,012.00	\$ 661,012.00	\$ 661,012.00
Ending Balance	\$ 661,012.00	\$ 1,147,345.00	\$ 1,133,150.00
% Reserve	23%	38%	39%
Days of Reserve	85	139	142



# COUNCIL AGENDA BRIEFING SHEET

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Meeting Date:

September 20, 2021

Agenda Item:

CONDUCT A PUBLIC HEARING, discuss and consider an ordinance adopting the Fiscal Year 2021-2022 budget for the Town of Cross Roads.

Prepared by:

Kristi Gilbert, Town Administrator

Description:

During the August 2, 2021 Council Meeting staff presented the proposed budget for Council review and input. The discussions resulted in the Council directing Staff to move forward with changes based on three top priorities:

1. Creating a new investigator position with a start date of October 1, 2021;
2. Having a minimum of 120 days fund balance for Fiscal Year 2022, with an increased minimum of 150 days no later the Fiscal Year 2024, if not sooner; and,
3. Prioritize road maintenance and repair projects.

Staff reviewed the proposed budget, adjusted for new information which includes a better estimate of funds to be transferred over after the dissolution of the NEPD and NEMC and added funds for developer contributions of \$339,000 at the time of acceptance of Oak Hill Ranch, Phase 2 which is anticipated to occur in late Fiscal Year 2022.

With this new information, Staff was able to accomplish the three priorities listed. To accomplish the priorities, a handful of items had to be adjusted. These include:

- Deferring hiring the next officer until Fiscal Year 2025; and,
- Changing the percentage of excess revenue over expenditures to be transferred out for Fiscal Year 2023 and beyond to a total of 78% while retaining 22% in the General Fund which will be dispersed as follows:

○ General Fund Retained	22%
○ Road Improvement Fund	50%
○ Vehicle Replacement Fund	20%
○ Park Improvement Fund	5%
○ Capital Improvement Fund	3%
○ Public Safety Building Fund	0%

Staff Recommended Action:

Staff recommends approval of an ordinance adopting the FY 2021-2022 Budget.

Attachments:

Ordinance adopting FY 2022 Budget  
Forecasts for FYs 2023-2026

**TOWN OF CROSS ROADS**

**ORDINANCE NO. 2021-0920-\_\_\_\_**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF CROSS ROADS, TEXAS, ADOPTING THE BUDGET FOR THE 2021-2022 FISCAL YEAR; PROVIDING THAT THE BUDGET TO BE KEPT IN TOWN SECRETARY'S OFFICE; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town Council conducted a public hearing on the Fiscal Year 2021-2021 budget at a meeting conducted on September 20, 2021 where all interested persons were given an opportunity to be heard for or against any item therein; and,

**WHEREAS**, as required by Texas Local Government Code 102.002, the budget officer has prepared a municipal budget to cover the proposed expenditures of the municipal government for the succeeding year; and,

**WHEREAS**, the Town Council finds that the passage of this Ordinance is in the best interest of the citizens of Cross Roads.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF CROSS ROADS, TEXAS:**

**SECTION 1:** That, all matters stated in the Recitals hereinabove are found to be true and correct and are incorporated herein by reference as if copied in their entirety

**SECTION 2:** That the Council hereby adopts the budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022 as shown in *Exhibit "A."*

**SECTION 4.** That a copy of the official adopted 2021-2022 budget documents shall be kept on file in the office of the Town Secretary

**SECTION 5:** If any portion of this Ordinance shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and the Council hereby determines that it would have adopted this Ordinance without the invalid provision.

**SECTION 6:** That this Ordinance shall become effective from and after its date of passage.

**PASSED AND APPROVED ON THIS 20<sup>th</sup> DAY OF SEPTEMBER 2021.**

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Town Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Town Attorney

**EXHIBIT A**  
**FY 2021-2022 BUDGET**

	<b>FY22 Proposed</b>
<b>Income</b>	
<b>1000 Sales Tax Collections</b>	2,753,132.00
Sales tax collected from Commercial Entities	
<b>1004 Beverage Tax Collections</b>	18,375.00
Sales Tax collected on Alcoholic Beverages; FY22 5% increase	
<b>1006 Franchise Tax-Telecom</b>	4,750.00
Remains constant as some franchise fees are going away, but there will be some additional customers	
<b>1008 Franchise Tax- Waste</b>	24,750.00
Historical average increase of 11.4% - budgeted at 10%	
<b>1010 Franchise Tax-Electric/Gas</b>	102,375.00
CoServ & Texas-New Mexico; FY 22 8% increase	
<b>1018 Franchise Tax- Mustang SUD</b>	17,820.00
Franchise Fees for Mustang Water; FY22 7.5% increase	
<b>2000 Development/Platting Permit Fees</b>	20,000.00
Professional Service Deposit for Civil Engineering, increase fees	
<b>200X Inspection Fees - Infrastructure</b>	60,000.00
New charge, covers engineer inspection on infrastructure	
<b>2002 Residential/Commercial Building Permits and Inspections</b>	360,000.00
FY 21 anticipated a OHR, Phase 1, actual permits paid for were 64 (73 submitted) of the 142 lots (\$190,000) as of 5.28.21. Includes 9 commercial and 3TFO. OHR Ph 2 (113) lots anticipates permit issuance beginning Summer 2022. Project 20 permits for OHR, Ph2, 7 other SFR, 8 comm, 2 TFO in FY22 - Application fees to increase in FY22, 60 OHR, Ph2,10 SFR, 9 comm, 3 TFO in FY 23; 23 OHR, Ph2 and 20 (of 136) OHR Ph3, and 12 SFR, 10 comm 4 TFO in FY 24; 80 OHR, Ph3, 10 SFR, 10 Com & 4 TFO in FY25; 36 OHR, Ph3, 10 SFR, 8 Com & 4 TFO in FY 26	
<b>2004 Septic Permits and Fees</b>	8,000.00
FY 21 based on 16 permits. FY 22 based on 15 permits with increase in application fees	
<b>2006 Health Inspection and Fees</b>	11,500.00
Based on 38 permits with increase in application fees	
<b>2008 Signs Permit and Fees</b>	4,250.00
FY 21 based on 36 permits. FY 22 based on 36 permits, with increase in application fees	
<b>3000 Administrative Fees</b>	2,000.00
<b>3001 Un-Permitted Tree Kill Fine</b>	-
Misc Permit Fees, Tree- Mitigation/Unpermitted Kills	
<b>3004 MDD Contribution</b>	24,363.00
FY 21 Transferred for Street, FY 22 Reimbursement of administrative/staff/equipment expenses	
<b>3006 Interest Income</b>	7,000.00
<b>3014 Credit Card Processing Fee</b>	1,000.00
Pass through account for PayPal - Credit Card Processing Fee of 3.24%	
<b>4100 Court Receipts, Fines</b>	190,000.00
estimate of current collections	
<b>Total Income</b>	<b>3,609,315.00</b>

Expenses		
<b>6001 Accounting and Auditing Fees</b>		7,500.00
	Audit Fee	
<b>6002 Advertising and Promotion</b>		12,000.00
	Volunteer Appreciation Event \$4,000, quarterly mailers (\$2,000/quarter)	
<b>6004 Software</b>		27,000.00
	General Software expense \$25,000; New Finance Software FY 21 Budget Amendment \$28K; FY22 8% increase	
<b>6006 Codification Services</b>		2,000.00
	Franklin Legal Publishing - Ordinance Updates on Web Page - Based on # of ordinances adopted	
<b>6008 Election Costs</b>		8,000.00
	Fees to Denton County for Election Services/Costs, based on 1 election if FY22	
<b>6010 TML Insurance</b>		8,500.00
	Liability Insurance for Town Hall/PD, Storage, Park Pavilion; coverage increased mid-FY21 from \$500K/\$1M to \$1M/\$2M GL	
<b>6012 Legal Fees</b>		48,000.00
<b>6014 Office Expenses</b>		8,000.00
	Office Supplies and Small Equipment (FY21 incl cleaning)	
<b>6016 Public Notices/Dues</b>		1,200.00
	Fees for Publishing Legal Notices/Dues in the Paper	
<b>6018 Repair and Maintenance</b>		-
	Repair/Maintenance of Town Hall: Mowing, Weedeating, etc	
<b>6020 Vehicles Maintenance - Admin</b>		2,300.00
	Inspection Report/Registration/Tires/Oil Change/Etc	
<b>6022 Training</b>		12,000.00
	Training/Travel Expenses for Staff Continuing Education \$6,000; Team Building; Council Training/TML \$4,000	
<b>60XX Lease &amp; CAM Payments - Town Hall</b>		68,900.00
	3034 sf x \$22.70 7/13/21-7/12/23; 3034 x \$23.20 7/13/23-7/12/25; \$23.70 7/13/25-7/12/26	
<b>6024 Utilities</b>		6,600.00
	FY 21 Water, Electric, Internet and Phone Payments; FY22 Internet & Phone	
<b>6028 Lovetts 380 Agreement</b>		-
	Walmart Development - Portion of Sales Tax Generated is Paid Back to the Developer per the Agreement	
<b>6030 Paypal Charge</b>		1,000.00
	Pass through account for PayPal - Credit Card Processing Fee of 3.24%	
<b>6100 Prosecutor</b>		16,000.00
<b>6120 Court Supplies</b>		6,000.00
	Office supplies, officer handouts, ticket writer paper	
<b>6140 Training</b>		500.00
	Court Employee/Bailiff	
<b>6080 Jury</b>		500.00
<b>6150 Interpreter</b>		750.00
<b>6095 Arrest/Jail Fees</b>		1,250.00

<b>7002 Interlocal Ambulance</b>	27,830.00
Aubrey Area Ambulance -Emergency Ambulance Services; waiting on est,FY23 5% increase	
<b>7004 Interlocal Fire</b>	425,000.00
City of Aubrey for Emergency Fire Services; FY22 no change, FY 23 expecting 5% increase	
<b>8000 A Park Maintenance</b>	12,500.00
Park Board Req \$10K, Staff recommends \$12,500	
<b>8002 Park Events</b>	15,000.00
Funds for Park Events - Town Clean Up, Farmers Market; Park Board Requested \$20,000 for events for FY22, MDD will fund special requests, not regular requests, Staff Rec \$15K and encourage sponsorship	
<b>8006 Careflite Services</b>	2,575.00
Benefit offered to Citizens at no cost for Careflite Insurance (\$11 per household) 3.5% increase each year	
<b>8007 Capital Additions</b>	15,000.00
FY 21 General \$15K, FY 21 Amendments: Remodel Town Hall \$10K, Furniture \$15K, Opticoms \$39K, Networking New Building \$17,500 hardware & labor, \$40K for desktops/laptops/monitors	
<b>8008 City of Aubrey Library Fund</b>	21,500.00
Funds to City of Aubrey for Library Services/Contributions to the Aubrey Area Library	
<b>8500 Street Materials and Signs</b>	8,000.00
Funds to Purchase Street Materials for Repair and Signs	
<b>8502 Street and Row Cleanup</b>	40,000.00
Funds to Mow, Weed Eat, Pick Up Trash and Cut Limbs on Streets/ROW	
<b>8504 Street Contract/Repairs - Transfer to Road Improvements</b>	393,422.56
Transfer to Road Improvement Fund (minimum of .1429 of Sales Tax Revenue (.25/1.75)	
<b>9000 Engineering Services</b>	60,000.00
Engineering for General Projects (Not Capital Road Repairs	
<b>9002 Res &amp; Com Building Review &amp; Insp.</b>	65,000.00
Fees Paid for Fire Inspections/Cover Rodney on Vacation/Proposed 3rd Party Inspections last quarter FY22 (paid for through permit fees)	
<b>9004 Other Professional Services</b>	40,000.00
FY 21 Fees Paid to SGR for Interim Town Administrator (KG through 6/8 +\$10,000 placement fee +\$10,000 PD Services +\$2,500 add'l services related to Chief Search). \$10K for Finance Consulting for software and projects; FY 22 \$10K for Finance Consultant; \$20K Misc	
<b>9006 Code Enforcement Services</b>	2,000.00
Fees Paid for Code Enforcement Officer Inspections	
<b>9008 Sanitarian Services</b>	6,000.00
Fees Paid to John Glover for Health Inspections (Paid for through permit fees)	
<b>9010 Animal Control</b>	14,500.00
All American Dogs for Animal Control Services	
<b>9506 Admin Employee Health Benefits/Wellness</b>	44,000.00
Estimate 5% increase 1/1/22	
<b>9502 Admin Taxes</b>	49,000.00
FY 21 Payroll Taxes only 7.65%; FY 22 Payroll and SS; WC	
<b>9504 Admin Wages</b>	426,400.00
Includes All Staff & Judge; Hiring Permit Tech 7/15/21	

<b>95XX Overtime</b>	500.00
<b>9500 Admin Retirement - TMRS</b>	32,150.00
Retirement Plan 7.6%	
<b>P-8025 Law Enforcement Supplies</b>	\$ 5,000.00
Taser Cartridges, OC Spray, Duty Gear, Weapon Maint., Traffic Safety, Test Kits, Applicant testing	
<b>P-8050 Uniforms</b>	\$ 10,000.00
FY21 \$750/officer for uniform & \$750/officer body armor, does not include weapons (capital purchase);	
<b>P-8067 Evidence Supplies</b>	\$ 2,000.00
<b>P-8070 Office Supplies</b>	\$ 3,000.00
<b>P-8075 Postage</b>	\$ 1,250.00
<b>P-8094 Office Equip - Rental</b>	\$ 3,500.00
Copier & Printers	
<b>P-8095 IT Support - Police</b>	\$ 22,500.00
<b>P-8130 Training / Travel</b>	\$ 11,500.00
added ammunition to line item	
<b>P-8140 Dues &amp; Subscriptions</b>	\$ 1,500.00
<b>P-8160 Contract Services</b>	\$ 22,800.00
was audit services; racial profiling \$2,500, Radios \$1,300, Backgrounds/Poly/Psych \$7,000, Evidendence Mgt \$12,000	
<b>P-8300 Legal</b>	\$ 2,500.00
<b>P-8410 Community Events</b>	\$ 5,000.00
Changed from National Night Out	
<b>P-8076 Landscaping</b>	\$ 2,000.00
<b>P-8152 Electricity</b>	\$ 2,100.00
<b>P-8153 Water</b>	\$ 350.00
<b>P-8155 Bldg Maint/Cleaning</b>	\$ 20,000.00
<b>P-8110 Telephone (cell phone)</b>	\$ 13,000.00
<b>P-8154 DCSO - Dispatch Fees</b>	\$ 25,000.00
FY22: Dispatch \$25,000,	
<b>P-8170 Software/Upgrade/Maint.</b>	\$ 18,400.00
LEEDS online \$2,100, LexisNexis \$1,200, CAD/RMS \$5,000, Brazos Citation Maintenance \$3,200, MiFi \$1,000, Guardian \$900, Central Square \$5,000	
<b>P-8005 Payroll Holiday</b>	\$ -
FY21 Holiday; FY 22 combine holiday and OT	
<b>P-8006 Payroll Overtime</b>	\$ 45,000.00
FY 21 OT; FY 22 Includes holiday & OT	
<b>P-8010 Officer Wages</b>	\$ 831,580.96
<b>P-8015 Workers Comp</b>	\$ 32,431.66

~3.8%	
<b>P-8020 Payroll Taxes SS/Med</b>	\$ 65,524.42
~7.65%	
<b>P-8030 Quickbooks Payroll Fee</b>	\$ 1,900.00
<b>P-8035 TMRS</b>	\$ 63,615.94
~7.65%	
<b>P-8040 Medical Ins. (All Insurance)</b>	\$ 104,000.00
10% increase each year	
<b>P-8041 Longevity</b>	\$ 2,000.00
<b>P-8042 Incentive Pay</b>	\$ 6,000.00
FY 21 was shift pay	
<b>P-8045 Liability</b>	\$ 20,000.00
<b>P-8085 Gas</b>	\$ 20,000.00
<b>P-8090 Vehicle &amp; Equipment Maintenance</b>	\$ 15,000.00
Vehicles ~ \$13K, Equipment ~ \$2K	
<b>Total Operating Expenses</b>	<b>\$ 3,316,830.55</b>
<b>Less Expenses for Decision Packages</b>	\$ 0.00
<b>Balance</b>	<b>\$ 292,484.45</b>
<b>Other Income</b>	
<b>3500 PASS THROUGH INCOME</b>	
<b>Other Income Developer Contribution (OHR, Ph2 - \$90k Txfr to Cap, \$249 in GF)</b>	\$ 339,000.00
<b>Other Income NEPD Disbandment</b>	\$ 118,500.00
<b>Other Income NEMC Disbandment</b>	\$ 155,000.00
<b>Total Other Income</b>	\$ 612,500.00
<b>Total Other Income &amp; Balance</b>	<b>\$ 904,984.45</b>
<b>Transfer Out to Vehicle Replacement Fund</b>	\$ 180,000.00
<b>Transfer Out to Public Safety Building Fund</b>	\$ -
<b>Transfer Out to Park Improvement Fund</b>	\$ 75,000.00
<b>Transfer Out to Road Improvement Fund</b>	\$ 175,000.00
<b>Transfer Out to Capital Improvement Fund</b>	\$ 100,000.00
<b>Total Transfers Out</b>	\$ 530,000.00
<b>Net Income</b>	<b>\$ 374,984.45</b>
<b>Beginning Balance</b>	\$ 997,345.00
<b>Ending Balance</b>	\$ 1,372,329.45
<b>% Reserve</b>	41%
<b>Days of Reserve</b>	151

BUDGET SUMMARY

		<b>FY 22 PROPOSED</b>
<b>CAPITAL IMPROVEMENT FUND</b>		
	<i>Beginning Fund Balance</i>	-
Income		100,000.00
Expenses		30,000.00
Balance		70,000.00
	<i>Ending Fund Balance</i>	70,000.00

<b>ROAD IMPROVEMENT FUND</b>		
	<i>Beginning Fund Balance</i>	475,201.03
Income		569,422.56
Expenses		550,000.00
Balance		19,422.56
	<i>Ending Fund Balance</i>	494,623.59

<b>VEHICLE &amp; EQUIPMENT REPLACEMENT FUND</b>		
	<i>Beginning Fund Balance</i>	-
Income		180,250.00
Expenses		-
Balance		180,250.00
	<i>Ending Fund Balance</i>	180,250.00

<b>PUBLIC SAFETY BUILDING FUND</b>		
	<i>Beginning Fund Balance</i>	684,417.15
Income		1,500.00
Expenses		-
Balance		-
	<i>Ending Fund Balance</i>	685,917.15

<b>PARK IMPROVEMENT FUND</b>		
	<i>Beginning Fund Balance</i>	23,025.00
Income		75,020.00
Expenses		-
Balance		-
	<i>Ending Fund Balance</i>	98,045.00

<b>LEGAL CONTINGENCY FUND</b>		
	<i>Beginning Fund Balance</i>	254,902.67
Income		1,200.00
Expenses		-
Balance		1,200.00
	<i>Ending Fund Balance</i>	256,102.67

BUDGET SUMMARY

		<b>FY 22 PROPOSED</b>
<b>COVID FUND</b>		
	<i>Beginning Fund Balance</i>	873.48
Income		187,871.75
Expenses		-
Balance		187,871.75
	<i>Ending Fund Balance</i>	188,745.23

<b>POLICE DONATIONS FUND</b>		
	<i>Beginning Fund Balance</i>	700.00
Income		700.00
Expenses		1,500.00
Balance		1,000.00
	<i>Ending Fund Balance</i>	1,700.00

<b>LEOSE FUND</b>		
	<i>Beginning Fund Balance</i>	-
Income		750.00
Expenses		-
Balance		750.00
	<i>Ending Fund Balance</i>	750.00

<b>COURT SECURITY FUND</b>		
	<i>Beginning Fund Balance</i>	20,190.79
Income		4,525.00
Expenses		12,550.00
Balance		(8,025.00)
	<i>Ending Fund Balance</i>	12,165.79

<b>COURT TECHNOLOGY FUND</b>		
	<i>Beginning Fund Balance</i>	10,000.00
Income		6,025.00
Expenses		6,900.00
Balance		(875.00)
	<i>Ending Fund Balance</i>	9,125.00

<b>MUNICIPAL DEVELOPMENT DISTRICT</b>		
	<i>Beginning Fund Balance</i>	-
Income		391,000.00
Expenses		380,088.00
Balance		10,912.00
	<i>Ending Fund Balance</i>	-



## COUNCIL AGENDA BRIEFING SHEET

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Meeting Date:

September 20, 2021

Agenda Item:

CONDUCT A PUBLIC HEARING, discuss, and consider an ordinance approving the request by Larry Coker on behalf of owner Anthony Cimino for a change in Future Land Use Map from C1-Commercial 1 to C2-Commerical 2 for Tract 87B, of the J. Bridges Abstract A0036A, generally located at 5400 FM 424, Cross Roads, Denton County, Texas. (2021-0809-02FLUP)

Prepared by:

Kristi Gilbert, Town Administrator

Description:

On August 9, 2021, applicant Larry Coker submitted three applications related to 5400 FM 424 for the purpose of building a structure for Ewing Irrigation which included outdoor retail sales. This activity is currently only permitted through a Specific Use Permit in the C2-Commercial or LI-Light Industrial zoning districts. The property is currently zoned A-Agricultural and is indicated as C1-Commercial on the Future Land Use Map. The applications that were submitted were for an amendment to the Future Land Use Map, a Zoning Change and a Specific Use Permit to allow outdoor retail sales. In the Town's Comprehensive Land Use Plan, it requires that any amendments to the Future Land Use Map be approved prior to submitted for any additional zoning requests. As such, the application for a zoning change and specific use permit will be left pending based on the outcome of this request. A notice of public hearing was published in the newspaper on Friday, August 20, 2021. Notice was also mailed to property owners within 200 feet of the subject property. As of the date the packet was published, no comments have been received.

Attached is a review letter from Staff drafted August 23, 2021 which spells out several goals listed in the Comprehensive Land Use Plan that should be evaluated by the Planning and Zoning Commission and the Town Council prior to making a decision on the application.

Staff Recommended Action:

Staff recommends review of the request to determine if it is in compliance with the goals in the Comprehensive Land Use Plan.

Planning and Zoning Recommendation

The Planning and Zoning Commission considered the amendment to the Future Land Use Map at their September 8, 2021, meeting and recommended approval unanimously.

Attachments:

Staff Review – 8/23/21

Applicants Response to Staff Review – 8/30/21



# COUNCIL AGENDA BRIEFING SHEET

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Application  
Publication Notice  
Legal Description  
Site Layout



**Town of Cross Roads**

3201 US Hwy 380, Suite 105

Cross Roads, Texas 76227

940-365-9693 office | 469-375-5905 fax

[town-information@crossroadstx.gov](mailto:town-information@crossroadstx.gov) / [crossroadstx.gov](http://crossroadstx.gov)

## Staff Review Comments

**Project:** Ewing Irrigation – Request for an Amendment to the Future Land Use Map from C-1 Commercial 1 to C-2 Commercial 2

**Location:** 5400 FM 424 (Parcel ID 179425)

**Date of Review:** August 23, 2021

**Reviewer:** Kristi Gilbert, Town Administrator

**Recommendation:** Staff recommends the Planning and Zoning Commission and Town Council review the application against the goals established in the Comprehensive Plan to determine if the request is consistent with the plan document.

**Deadline to Submit Revisions or comments:** August 30, 2021 by 4:00 p.m.

### Comments:

The Town is in receipt of an application assigned Permit No 2021-0809-02FLUM by applicant Larry Coker on behalf of owner Anthony Cimino to request an amendment to the Future Plan Use Map from C-1 Commercial 1 to C-2 Commercial 2 for a 13.024-acre tract of land described above.

The Future Land Use Map, as part of the Comprehensive Plan, was amended on March 15, 2021 and indicates the subject property is planned for C-1 Commercial 1 district. The purpose of a Comprehensive Plan is to define a community’s official statement of policies regarding desirable future physical development. The Comprehensive Plan should direct the community’s physical growth, ensure that adequate infrastructure and services are provided; ensure social needs are met; preserve or enhance the quality of life; and, achieve a common vision for the future.

The property is surrounded by the following current zoning designations:

North:	A-Agricultural – vacant land
East:	A-Agricultural – Denton ISD Agricultural Facility
South:	A-Agricultural – Single Family Residence and vacant land
West:	A-Agricultural – FM 424, Single Family Residence, and agricultural buildings

The surrounding property has the following designations on the Future Land Use Map:

Subject Property:	C1 – Commercial 1
North:	C1 – Commercial 1
East:	SF - Residential
South:	C2 – Commercial 2
West:	C2 – Commercial 2

The Future Land Use Plan amended on March 15, 2021 indicates that the property is planned for C1-Commercial 1, which generally allows for professional offices and less intense non-residential uses. The applicant has submitted a request to amend the Future Land Use Plan from C1-Commercial 1 to C2-Commercial 2 to be considered prior to this request.



***Town of Cross Roads***

*3201 US Hwy 380, Suite 105*

*Cross Roads, Texas 76227*

*940-365-9693 office | 469-375-5905 fax*

*[town-information@crossroadstx.gov](mailto:town-information@crossroadstx.gov) / [crossroadstx.gov](http://crossroadstx.gov)*

Chapter 5 of the Comprehensive Plan offers several goals related to the Future Land Use Plan that should be evaluated by the Planning and Zoning Commission and Town Council in determining whether a change in the Future Land Use Map is appropriate. Under these circumstances, Staff would direct the applicant and reviewers to the following:

- Goal C: Encourage retail development in areas where there are high traffic volumes and accessibility.
- Goal D: Encourage non-retail commercial development in areas where commercial development may be appropriate where it does not compete for land that is more suitable for retail development.
- Goal E: Preserve the rural character of the Town by maintaining a balance between the expanding urban area and the rural areas of the community.
- Goal G: Expand and diversify the Town's sales tax base by appropriate commercial development as depicted on the Future Land Use Map.

Staff recommends the Planning and Zoning Commission and Town Council review the application against the goals established in the Comprehensive Plan to determine if the request is consistent with the plan document.



**Saber Construction**  
CORPORATE

12201 Cutten Rd.  
Houston, TX 77066

August 30, 2021

Kristy Gilbert  
Town Administrator  
Town of Cross Roads  
3201 US Hwy 380 Suite 105  
Cross Roads, Texas 76227

RE: Request for Amendment to Future Land Use Map  
5400 FM 424

Dear Ms. Gilbert,

I am responding to the Staff Review Comments regarding the request to amend the FLUM for the benefit of Anthony Cimino. As Staff is aware, Ewing Irrigation Products, Inc (Ewing) has entered into a purchase money contract for the above referenced property. It has been my experience over the years to observe small towns experiencing rapid suburbanization to use 'AG' as a 'place holder' and come up with a future land use plan that is a best guess of what the future will look like, or how the planners would want it to be. I was involved in developing a couple of these plans while an Urban and Regional Planning grad student at A&M. A future land use plan, like every plan, anticipates changes. That is why we are here – to present the reasons we believe the FLUM should be amended to recognize the market evolution since the plan was adopted. And why Ewing would be a positive change.

For a town of Cross Roads' size it is fortunate to have an almost disproportionate length of 'retail corridor' with USE 380, US 377 and FM 424 forming an enclosed triangle that lends itself to the development of various types of commercial uses – both C1 and C2. As development occurs 'the market' pattern has unfolded with the major big box players and their 'shadow' centers concentrating along US380. This mix of retail businesses, both large and small, benefit from high traffic counts along this major thoroughfare. The less intensive traffic generating 'medium sized' businesses, who may or not be regional or national businesses but need a regional customer base for support, are locating on US 377. Currently FM 424 has not seen any commercial development but for the corners at 380 and 377. At this time no particular retail/commercial pattern has evolved along 424. But there is no doubt that it will. But with customer traffic generators like The Tractor Supply and Allgood's on 377 being a catalyst for this type of use, there is more of likelihood that commercial development along 424 will be standalone business or small non-anchored tenant retail centers.

It is the intent of Ewing to convert the existing 12,000 SF riding area into a retail store:

- Building is located 470 feet from the highway
- Enclose all four sides
- Paint exterior in earth tone colors with Ewing green stripe around perimeter
- Install glass storefront and windows
- Install a standing seam canopy with columns
- Apply stucco/EFIS/stone wainscot to front façade wall forward of the fence
- Apply stucco/EFIS/stone wainscot to north end wall.
- Install landscape screening along the outside of the fence facing FM 424

Although the common perception is Ewing is a wholesale operation, the facts are:

- Primary customers are irrigators and landscape contractors.
- Over 98% of sales are taxable
- Annual sales projection expect to reach \$5M in year 4 or 5
- Create approximately 10 fulltime equivalent jobs

Nearly all of Ewing stores are located in a C2 zoning district or an LI district. Their occupancy classification is considered to be 'Mercantile' (M). Though not as broad a product mix nor as traffic driven, much of the exterior display of building material at the two existing businesses on 377 are similar to Ewing; but Ewing will be better screened.

Sincerely,



Larry Coker

TOWN OF CROSS ROADS  
DEVELOPMENT APPLICATION



DATE: 08.09.2021  
 APPLICATION # 2021-08-09-02FLUP  
 PROJECT: Ewing Irrigation

Completed applications will be considered received on the due date specified on the yearly Submission Schedule.  
**PLEASE VERIFY MEETING DATES.**

**DEVELOPMENT APPLICATION**

ZONE CHANGE Amend Future Land Use Plan TECHNICAL SITE PLAN \_\_\_\_\_  
 GRADING \_\_\_\_\_ MISCELLANEOUS \_\_\_\_\_

**PLEASE SPECIFY THE PRIMARY CONTACT**

Land Owner Name Anthony Cimino Signature [Signature]  
 Applicant Name Larry Coker Signature [Signature]  
 Project Contact Mailing Address 12201 Cutten Road, Houston, TX 77066  
 Project Contact Phone 512 431-5730 Email lcoker@sabercon  
 Proposed Project Name Ewing Irrigation Production Location 5400 FM 424  
 Lot/Block \_\_\_\_\_ Abstract A0036A J Bridges, TR 87B, 13,024 acres  
 DCAD ID 179425  
 Current Zoning AG Requested Zoning C-2

**SUBMISSION DOCUMENTS**

Fee \$500 Legal Description   
 Map  List of Neighbors   
 Site Plan (Commercial)  Stamped/Addressed Envelopes   
 Drawings (4 full, 6 half, CD)   
A0036A J Bridges, TR 87B, 13,024 acres OTHER (Specify)

- 1) Legal Description and plat of the subject site typed and attached separately or the subdivision name with lot and block number. Separate Sheet
- 2) Map A location map clearly showing the site in relation to adjacent streets and distance to nearest thoroughfare.
- 3) Filing Fee – Application Fee – Review Fee  
 ZONE CHANGE AND RESIDENTIAL REPLAT ONLY:
- 4) Names and Addresses of legal property owners within 200 feet of property and the property ID number.
- 5) Stamped addressed envelopes of the property owners within 200 feet.

**ADDITIONAL INFORMATION**

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Before submitting an application, the applicant should consult with the Town Administrator to discuss the feasibility of the request and any additional requirements.



LEGAL DESCRIPTION  
OF  
5400 FM 424

A0036A  
J. Bridges, TR 87B  
13.024 Acres

**Town Secretary's Office  
Town of Cross Roads  
3201 US Hwy 380, Suite 105  
Cross Roads, Texas 76227**



**TO:** Pilot Point Post Signal

**DATE:** August 18, 2021

**FROM:** Kristi Gilbert, Town Administrator

**PAGES:** 1

**RUN DATE:** 1 Time:  
Friday, August 20, 2021

**SUBJECT:** Public Notice

---

## **NOTICE OF PUBLIC HEARING**

### **TOWN OF CROSS ROADS**

Notice is hereby given that a public hearing will be conducted by the Planning and Zoning Co for a change in Future Land Use Map from C1-Commercial 1 to C2-Commerical 2 for Tract 87B, of the J. Bridges Abstract A0036A, generally located at 5400 FM 424, Cross Roads, Denton County, Texas. (2021-0809-02FLUP) mmission on Wednesday, September 8, 2021 at 7:00 p.m. to hear a request by applicant Larry Coker on behalf of owner Anthony Cimino for a change in Future Land Use Map from C1-Commercial 1 to C2-Commerical 2 for Tract 87B, of the J. Bridges Abstract A0036A, generally located at 5400 FM 424, Cross Roads, Denton County, Texas. (2021-0809-02FLUP)

The Town Council will conduct a second public hearing on Monday, September 20, 2021 at 7:00 pm to consider the Planning and Zoning Commission's recommendation and vote on the request

Any interested person may attend the public hearings in person or virtually by Zoom to speak in favor of or in opposition to the proposed zone change. The Zoom meeting information will be posted on the agendas at least 72 hours in advance on the Town's website at [www.crossroadstx.gov](http://www.crossroadstx.gov).

Written comments may be submitted to 3201 US Hwy 380, Suite 105, Cross Roads, Texas 76227 prior to the commencement of the meeting. All interested persons are invited to attend and participate.

For more information, contact town hall at 940-365-9693.



# COUNCIL AGENDA BRIEFING SHEET

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Meeting Date:

September 20, 2021

Agenda Item:

Discuss and consider action on a final plat application and request for waiver to the right-of-way dedication for the Millcreek 8 Addition located at 401 Mill Creek Road, Town of Cross Roads. (2021-0809-04FPLAT)

Prepared by:

Kristi Gilbert, Town Administrator

Description:

Applicant Jerald Yenson, representing owner Darren Deffner, submitted a final plat application for the Millcreek 8 Addition on August 9, 2021 to plat a previously unplatted lot totaling 8.0 acres of land located at 401 Mill Creek Road to create a single residential lot. Property owner Darren Deffner has also requested a waiver from the forty-five (45) foot dedication requirements to allow for a dedication of only thirty (30) feet.

The Town Engineer performed a technical review of the application on August 25, 2021. Attached is the final plat application and associated documents along with comments from the Town Engineer.

Recommended Action:

Staff recommends approval of the waiver of right-of-way dedication from 45 feet to 30 feet and the final plat contingent on meeting outstanding comments of the Town Engineer.

Planning and Zoning Recommendation

The Planning and Zoning Commission considered the final plat and request for a waiver at their September 8, 2021, meeting and unanimously recommended approval contingent on staff comments.

Attachments:

Engineer Second Review – 8/25/21

Final Plat Application

Request for Waiver

Plat Documents

"FIRST TRACT"  
WILLIAM BEALE AND  
MARY L. BEALE  
TO  
BEALE FAMILY LIVING TRUST  
C.F. #95-R0048446  
R.P.R.D.C.T.

OWNER'S CERTIFICATE AND DEDICATION  
STATE OF TEXAS, COUNTY OF DENTON;

WHEREAS WE, Darren Deffner and Konny Deffner are the owners of that certain lot, tract, or parcel of land situated in the R. J. Mosely Survey Abstract Number 803 in the Town of Crossroads, Denton County, Texas, being all that certain tract of land conveyed by deed from the Austin Allen Family Living Trust to Darren Deffner and Konny Deffner recorded under Document Number 2018-80583, Real Property Records, Denton County, Texas and being more particularly described as follows:

BEGINNING at a mag nail found for corner in the Mill Creek Road, a public roadway, said point being the southeast corner of that certain tract of land conveyed by deed from Joe R. Taylor Investments, LLC to Lindy M. Cox and wife, Carol H. Cox recorded under Document Number 2009-126678, Real Property Records, Denton County, Texas;

THENCE S 41° 22' 45" W, 100.00 feet with said Mill Creek Road to a P. K. nail set for corner, said point being the most easterly northeast corner of the remnant of that certain tract of land conveyed by deed from Austin Allen to the Austin Allen Family Living Trust recorded under Document Number 2018-19910, Real Property Records, Denton County, Texas;

THENCE N 85° 24' 47" W, 635.72 feet with a north line of said Austin Allen Family Living Trust tract to a capped iron rod marked RPLS 4561 set for corner at an inner ell of said Austin Allen Family Living Trust tract;

THENCE N 01° 01' 38" E, 812.56 feet with an east line of said Austin Allen Family Living Trust tract to a capped iron rod marked RPLS 4561 set for corner in the south line of that certain "First Tract" of land conveyed by deed from William Beale and Mary L. Beale to Beale Family Living Trust recorded under Clerk's File Number 95-R0048446, Real Property Records, Denton County, Texas;

THENCE S 89° 44' 45" E, 397.96 feet with said south line of said Beale Family Living Trust tract to an iron rod found for corner, said point being the northwest corner of that certain tract of land conveyed by Helen S. Diamond to the Helen S. Diamond Trust recorded under Clerk's File Number 94-R0087770, Real Property Records, Denton County, Texas;

THENCE S 01° 01' 38" W, pass at 216.96 feet the southwest corner of said Helen S. Diamond Trust tract, a total distance of 778.55 feet with the west line of said Helen S. Diamond Trust tract and with the west line of said Cox tract to an iron rod found for corner, said point being the southwest corner of said Cox tract;

THENCE S 88° 28' 17" E, 301.33 feet with the south line of said Cox tract to the PLACE OF BEGINNING and containing 8.000 acres of land, of which 0.072 acre is hereby dedicated for public roadway.

NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS THAT WE, the aforesaid do hereby adopt this plat designating the herein above tract as LOT 1, BLOCK A, MILLCREEK 8 ADDITION, an addition to Denton County, Texas, and do hereby dedicate to the public use forever all utility easements, drainage easements, and streets as shown hereon. All and any public utilities shall have the full right to remove and keep removed all growths which may endanger or interfere with the construction, maintenance, or efficiency of its respective system on the utility easement for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining and adding to or removing all or part of its respective systems without the necessity at any time of procuring the permission of anyone.

WITNESS MY HAND this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Darren Deffner

STATE OF TEXAS  
COUNTY OF DENTON:

This instrument was acknowledged before me on \_\_\_\_\_, 2021 by Darren Deffner.

\_\_\_\_\_  
NOTARY PUBLIC  
STATE OF TEXAS

WITNESS MY HAND this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Konny Deffner

STATE OF TEXAS  
COUNTY OF DENTON:

This instrument was acknowledged before me on \_\_\_\_\_, 2021 by Konny Deffner.

\_\_\_\_\_  
NOTARY PUBLIC  
STATE OF TEXAS

RECOMMENDED FOR APPROVAL

\_\_\_\_\_  
Chairperson, Planning and Zoning Commission Date:  
Town of Crossroads, Texas

APPROVED

\_\_\_\_\_  
Mayor, Town of Crossroads, Texas Date:

ATTESTED

The undersigned, The Town Secretary of the Town of Crossroads, hereby certifies that the foregoing Plat of Lot 1, Block A, Mill Creek 8 Addition, an addition to the Town of Crossroads, Denton County was submitted to the Town Council on the \_\_\_\_ day of \_\_\_\_\_, 2021, and the Council, by formal action, then and there accepted the dedication of streets, alleys, parks, easements public parks, and water and sewer lines, as shown and set forth in and upon said plat and said Council further authorizes the Mayor to note the acceptance thereof for construction by signing his/her name as herein above subscribed.

Witness my hand this \_\_\_\_ day of \_\_\_\_\_, 2021.

CERTIFICATE OF SURVEYOR

I, the undersigned, a registered professional land surveyor in the State of Texas, do hereby certify that this plat is true and correct and was prepared from an actual survey of the property made under my supervision on the ground.

\_\_\_\_\_  
Jerald D. Yensan  
Registered Professional Land Surveyor No. 4561

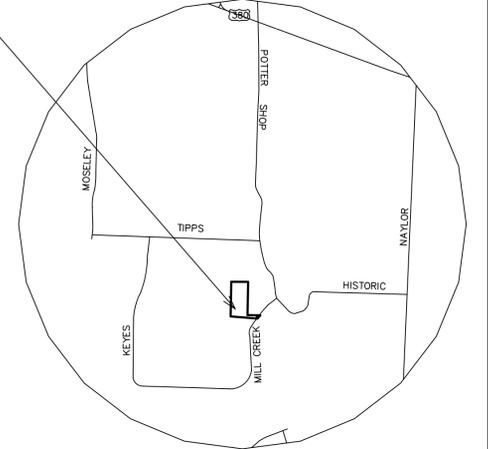
1. NOTES:

1. Water is provided by Mustang Water Supply Corporation with existing meter.
2. Sewer service is provided by private facilities.
3. Subject property is zoned AG and will be for a single-family residence.
4. Property owner shall abide by Town of Crossroads Tree Preservation Ordinance (chapter 3, article 3.08) per 10.04.003 (17)
5. Basis of bearings is the State Plane Coordinate System, Texas North Central Zone (4202), North American Datum of 1983, as determined from GPS Observations.
6. No portion shown of subject property lies within a special flood hazard area according to the FLOOD INSURANCE RATE MAP for Denton County and Incorporated Areas, Map Number 48121CO385G, dated April 18, 2011. (Subject property lies in Zone X.)

Provide closure report per 10.05.002(1)(19)

Update ROW dedication to 45' wide from Mill Creek Centerline. Mill Creek Road is classified as a future Collector, and will require a 90-foot ROW per the Town's Master Thoroughfare Plan. 10.07.004(6) (contingent on waiver approval or disapproval by the Town)

a 10-foot wide utility easement is required along the roadway frontage in accordance with 10.07.004(7)



VICINITY MAP  
SCALE 1" = 2000'

PROJECT LOCATION

REMNANT  
AUSTIN ALLEN  
TO  
THE AUSTIN ALLEN  
FAMILY LIVING TRUST  
DOC. #2018-19910  
R.P.R.D.C.T.

THE AUSTIN ALLEN  
FAMILY LIVING TRUST  
TO  
DARREN DEFFNER AND  
KONNY DEFFNER  
DOC. #2018-80583  
R.P.R.D.C.T.

LOT 1, BLOCK A  
7.928 ACRES

JOE R. TAYLOR  
INVESTMENTS, L.L.C.  
TO  
LINDY M. COX AND  
WIFE CAROL H. COX  
DOC. #2009-126678  
R.P.R.D.C.T.



- LEGEND
- B.L. = BUILDING LINE
  - D.E. = DRAINAGE EASEMENT
  - F.I.R. = FOUND IRON ROD
  - S.I.R. = SET CAPPED 1/2" RPLS 4561 IRON ROD
  - P.U.E. = PUBLIC UTILITY EASEMENT
  - P.A.E. = PUBLIC ACCESS EASEMENT
  - U.E. = UTILITY EASEMENT
  - W.E. = WATER EASEMENT

**LANDMARK SURVEYORS, L.L.C.**  
4238 I-35 NORTH  
DENTON, TEXAS 76207  
(940) 382-4016  
(940) 387-9784  
TX FIRM REGISTRATION NO. 10098600

DRAWN BY: BTH SCALE: 1"=50' DATE: 06 AUGUST, 2021 JOB NO: 215865

GRAPHIC SCALE 1"=50'



TOWN OF CROSS ROADS  
PLATTING APPLICATION



DATE: 08-09-2021

APPLICATION # 2021-0809-04 FPLA

PROJECT: Millcreek 8 Addn.

Completed applications will be considered received on the due date specified on the yearly Submission Schedule.  
PLEASE VERIFY MEETING DATES.

**TYPE OF PLAT**

Preliminary  \_\_\_\_\_ Replat  \_\_\_\_\_  
Final  \_\_\_\_\_ Administrative/Amending  \_\_\_\_\_

**PLEASE SPECIFY THE PRIMARY CONTACT**

Land Owner Name Darren Deffner

Signature *Darren Deffner*

Applicant Name Jerald Yensan

Signature *Jerald Yensan*

Project Contact Mailing Address 4238 I-35 North, Denton, Texas, 76207

Project Contact Phone (940) 391-1820

Email landmarksv@aol.com

Proposed Project Name Millcreek 8 Addition

Location 401 Millcreek Road

Lot/Block Lot 1, Block A

Abstract A-803

DCAD ID 745235

Number of Lots Created 1

**SUBMISSION DOCUMENTS**

Fee \_\_\_\_\_

Legal Description X

Map X

List of Neighbors N/A

Stamped/Addressed \_\_\_\_\_

Site Plan (Commercial) \_\_\_\_\_

Envelopes N/A

Drawings (4 full, 2 half) X

OTHER (Specify) Utility Letters

**APPLICATION EXPLANATION**

Explanation and Description of Request or Project

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Before submitting an application, the applicant should consult with the Town Administrator to discuss the feasibility of the request and any additional requirements.

# DARREN AND KONNY DEFFNER

120 Stanley Drive #850, Aubrey, TX 76227 | (214) 728-6337 | deffhaus@mac.com

**August 9, 2021**

Town of Cross Roads Town Council  
Cross Roads, TX 76227

**RE: Final Plat for 401 Millcreek Road, Darren and Konny Deffner**

To the Town of Cross Roads Town Council,

We are respectfully submitting a request for approval of a 30' right-of-way (ROW) in lieu of the 45' ROW requested by the Building Department for our property located at 401 Millcreek Road, Cross Roads, TX 76227.

Millcreek Road lies at the far southern edge of the Town and is currently a beautiful, curving local road, flanked with old-growth pecan trees and oaks, and bordered by large single family lots, homestead/agricultural lots, US Army Corps of Engineers property, and eleven (11) lots that are part of the Oak Shores residential development.

In my humble opinion, Millcreek Road was mistakenly classified as a Collector Thoroughfare in the Town's Comprehensive Plan; which requires a 90' wide ROW. This 90' ROW is designated to handle an estimated volume capacity between 3,600 to 10,000 vehicle trips per day. This roadway designation immensely exceeds the present day volume of traffic on Millcreek Road, nor will see that volume of traffic in our lifetime. Note that the current volume of traffic along Millcreek Road should not significantly increase in the future because Millcreek Road is either completely built-out or serves a handful of large acreage landowners. Additionally, the Oak Shores Subdivision, consisting of less than 135 lots and is completely built-out, primarily feeds out to Keys Lane to the north, which is the more direct connection to US Hwy 380 through Moseley Road and Tipps Road.

We believe that a 45' ROW along Millcreek Road is inconsistent with the goals and policies of the Town to preserve the beauty, serenity, and rural character of the Town, and does not take into consideration the uniqueness of the area along Millcreek Road, nor does it take into consideration the impact on adjacent properties. Additionally, the 45' ROW requirement would *ONLY* be imposed on our property, which does not seem fair (or needed). My neighbors, who have had new construction, have *NOT* had this excessive ROW imposed on their properties as a requirement for their new home construction. Finally, if the 45' ROW was enforced on all of the properties along Millcreek Road, it would definitely interfere and conflict with existing structures, trees, entries and ponds.

By copy of this letter, we are requesting the Town Council to waive the 45' ROW requirement and allow the 30' ROW on our 100' frontage, which is consistent with the other properties on Millcreek Road.

Should you have any questions, please do not hesitate to contact me via my cell phone at (214) 728-6337 or email at deffhaus@mac.com.

Sincerely,



**Darren and Konny Deffner**



## COUNCIL AGENDA BRIEFING SHEET

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Meeting Date:

September 20, 2021

Agenda Item:

Discuss and consider action on a request by Paige Mejia on behalf of property owner Brittney Samford for an exception from the Town's noise restrictions to allow for a firework display at 11:00 p.m. on April 16, 2022 at the Hillside Estate Wedding Venue located at 901 Moseley Road.

Prepared by:

Kristi Gilbert, Town Administrator

Description:

The Town's code of ordinances specifies certain activities that are not permitted between the hours of 10 p.m. and 7:00 a.m. to avoid disturbance to surrounding property owners. Applicant Paige Mejia, on behalf of property owner Brittney Samford, is requesting an exception from the noise restrictions to allow for a firework display to be conducted at 11:00 p.m. on April 16, 2022 for an event at the Hillside Estate Wedding Venue.

Recommended Action:

Staff is seeking input from Council on this item. There is the potential to receive additional, similar requests in the future.

Attachments:

Application

# 2021-0823-01VARIANCE



## Universal Variance Application THERE IS A FEE FOR FILING FOR A VARIANCE

Date of Application: June 9, 2021 Property Address: 901 Moseley Rd. Crossroads, Tx  
Duration of Request:  TEMPORARY (DATES April 16, 2022)  PERMANENT 76227

Land Owners Name: Brittney Sanford Phone No: 214-623-5733

email: britt@thehillsideestate.com Mailing Address: 901 Moseley Rd. Crossroads, Tx 76227

If you are not the Land Owner- Status of Applicant (Owner/Agent): Firework Provider  
Applicant's Name: Paige Mejia Phone No: 469-534-0635

Applicant's email: Paige@pymttx.com Applicant's Address: 4368 FM 1553 Leonard, TX 75452

Description and reason for request: Client requests to extend noise ordinance in order to fire fireworks display at Hillside Estate at 11:00 pm.

Signature of Owner: Brittney Sanford Date: 6/30/21

Signature of Applicant: Paige Mejia Date: 6-9-21

The following must be submitted before processing and scheduling for Board of Adjustment.

- 1. Application and fee w/any drawings, maps, etc to support the request
- 2. Site plan or graphic depiction of what the variance is for

<b>For Office Use Only</b>		
Section of Code	<u>Sec. 8.02.002 Specific noises enumerated</u>	
Description of Variance Sought	<u>Applicant requesting to start fireworks display at 11:00 PM on April 16, 2022 at the Hillside Estate Venue. Town Ordinance states quiet hours are 10:00 PM until 7:00 AM.</u>	
Completed Application (Date)	<u>08-06-2021</u>	Check # _____ Receipt # _____
Approval Date	Signature _____	



# COUNCIL AGENDA BRIEFING SHEET

---

Meeting Date:

September 20, 2021

Agenda Item:

Discuss and consider approval of a Resolution adopting amendments to the Town of Cross Roads Personnel Handbook.

Prepared by:

Kristi Gilbert, Town Administrator  
Shaun Short, Police Chief

Description:

The Town's current Personnel Manual does not address a handful of issues related to law enforcement working hours and conditions. Additionally, the Council made the commitment to bring officers over with the same benefits they had with the Northeast Police Department (NEPD). In a review of the NEPD Personnel Manual, Staff noticed some key differences between policies:

- NEPD Accrues 120 hours of sick time in addition to a slightly reduced accrual of PTO time;
- NEPD observes the Martin Luther King, Jr. holiday;
- The probation period for police officers is 12 months, which is common. The Cross Roads policy indicates six months of all employees; and,
- Longevity pay process.

There was also the need to specify the following:

- Hours per pay period for police officers versus the standard 40-hour work week;
- Inclement weather policies; and,
- Changing some reporting structures to the immediate supervisor, rather than the Town Administrator.

Only a cursory review of the immediate changes was performed. This should not be construed as a full review, just enough to get us through the first month or two of having officers on board. There are several sections of the policy that are out of date. Staff will be preparing a more comprehensive review for presentation to Council in the next two months.

Recommended Action:

Staff recommends approval of the resolution.

Attachments:

Resolution Amending the Personnel Handbook  
[NEPD Personnel Handbook](#)

**TOWN OF CROSS ROADS  
RESOLUTION NO. 2021-0921-\_\_**

**A RESOLUTION OF THE TOWN OF CROSS ROADS TEXAS,  
AMENDING THE PERSONNEL HANDBOOK; ESTABLISHING RULES;  
AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town Council of the Town of Cross Roads previously approved the Personnel Handbook at a meeting on February 8, 2010; and

**WHEREAS**, the Town Council made subsequent amendments to the Personnel Handbook at meetings conducted on February 18, 2013 and November 17, 2014;

**WHEREAS**, the Town of Cross Roads has recently established the Cross Roads Police Department which necessitates updates to the Personnel Handbook.

**WHEREAS**, the Town Council of the Town of Cross Roads has determined it is in the best interest of the public health, safety and welfare to adopt policies related to personnel management.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CROSS ROADS, TEXAS:**

**SECTION 1.** That the Town Council of the Town of Cross Roads, Texas, finds that the premises hereof are true and correct.

**SECTION 2.** That the Town Council approves the amendments to the Personnel Handbook attached hereto and incorporated herein as Exhibit "A".

**SECTION 4.** That this resolution shall take effect immediately from and after its passage, and it is accordingly so resolved.

**DULY PASSED** by the Town Council of the Town of Cross Roads, Texas, on the 20<sup>th</sup> day of September 2021.

\_\_\_\_\_  
T. Lynn Tompkins, Jr., Mayor

ATTEST:

\_\_\_\_\_  
Donna Butler, Town Secretary

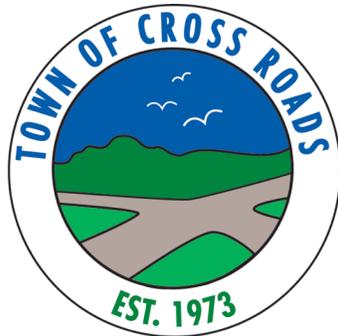
APPROVED AS TO FORM:

---

Matthew Boyle, Town Attorney

EXHIBIT A

TOWN OF CROSS ROADS  
PERSONNEL HANDBOOK



# TOWN OF CROSS ROADS

## PERSONNEL HANDBOOK

If you need assistance please do not hesitate to ask or call the Town Administrator Office at (940) 365-9693 for assistance.

Approved: 2/8/10, Amended 2/18/2013, Amended 11/17/14 Town Council Meetings

## **TOWN OF CROSS ROADS PERSONNEL HANDBOOK**

The primary objective and sole purpose of existence as a municipal government is to provide the most dependable, most efficient, most economical, and most courteous services possible for our citizens and business community members. You have been chosen for your position because your individual job is very important in our overall plan of service and we feel you have the knowledge, skills, and abilities necessary to help us accomplish our objectives. We want our citizens to know that we care enough to do our very best for them. You can help us. We also want you to know that we care about you and welcome you as a productive member of our team.

### **Applicability**

Town of Cross Roads, Personnel Policies will apply overall to every employee in the service of the Municipality. Specific municipal departments will impose additional policy/procedural requirements (e.g. Public Safety: Cross Roads Police Department Manual of Rules and Regulations) necessary to the efficient accomplishment of their individual departmental missions. The policies stated in this handbook are subject to change at the sole discretion of the Municipality, as are all other policies, procedures, benefits, or other programs of the Municipality. From time to time, you may receive updated information concerning changes in policy.

This handbook is not a contract, express or implied, guaranteeing employment for any specific duration. Although we hope that your employment relationship with us will be long term, either you or the Municipality may terminate this relationship at any time, for any reason, with or without cause or notice. Please understand that no supervisor, manager, or representative of the Municipality other than the Mayor has the authority to enter into any agreement with you for employment for any specified period or to make any promises or commitments contrary to the foregoing. Further, any employment agreement entered into by the Mayor shall not be enforceable unless it is in a formal written agreement and signed by you and the Mayor and approved by the Town Council.

Approved: 2/8/10, Amended 2/18/2013, Amended 11/17/14 Town Council Meetings

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## CHAPTER I

### INTRODUCTION

#### **Section 1.1 - Purpose**

These policies are informational in nature and their purpose is to outline conditions of employment and to provide a uniform set of policies governing employee relations. Nothing herein shall be construed by anyone as a contract of employment. These policies are guidelines, which the Town Council may change, alter, suspend, and/or interpret at any time, with or without advance notice. Any questions concerning the interpretation or applicability of the following policies should be referred to the Town Council.

#### **Section 1.2 - The Municipality**

In this manual, the word "Municipality" and "Town" are designations utilized to indicate the combining of specific functions of the Town of Cross Roads.

**Section 1.2.1 - The Town of Cross Roads:** The Town of Cross Roads is a Type A General Law municipality with a "Council" form of government." The Town Council consists of a Mayor and five members who are elected at large for two-year terms. Under the town government, the Mayor is the chief administrative and executive officer of the town and administers the Town Government through a Town Administrator and staff.

## CHAPTER II

### PERSONNEL RECRUITMENT AND PLACEMENT

#### Section 2.1 - Hiring the new Employee: Recruitment

The Municipality provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or status as a Vietnam-era disabled veteran in accordance with applicable federal laws. In addition, the Municipality complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

In order to assure an adequate supply of qualified candidates for any vacant position, the Town Administrator acting as the Human Resources Officer and the Mayor if the Town Administrator position is vacant will advertise the employment needs of the Municipality. The Town Administrator is authorized to establish recruiting procedures and techniques that, in the Town Administrator's judgment, will result in the most successful recruitment possible within the practical limitations of budget, time, etc. The Town Administrator may consult with operating departments for their opinions and advice. This does not include the hiring of any member of the police department.

**2.1.1 - Applications:** The Town Administrator will require each applicant for a position to complete a prescribed Municipal application form. Applications, whether accepted or rejected, will not be returned.

**2.1.2 - Closing Dates for Applications:** The Town Administrator will establish the number of days for recruiting and the closing date for each position recruited. No applications will be accepted after the closing date. However, if the Town Administrator determines that, an adequate number of applications have not been received from qualified applicants by the closing date; the Town Administrator may extend the closing date.

**After the closing date,** all applications will be processed to determine those applicants who meet the basic qualifications for the position. The supervisor will then interview and recommend the final candidates to the appropriate manager who will make the selection.

**2.1.3. - Penalty for Fraud:** Any employee who has made a false statement of material fact or has practiced any deception, fraud, or misconduct in

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connection with an application may be subject to disciplinary action and possible termination.

## **Section 2.2 - Examinations**

**2.2.1 - Establishing Selection Procedure:** The Town Administrator has the authority to establish examinations and examination selection procedures when, in the Town Administrator's discretion and judgment, such procedures are called for.

**2.2.2 - Scheduling Examinations:** The Town Administrator will schedule examinations as the current and anticipated needs of the Municipality require, with due consideration to current departmental workload.

## **Section 2.3 - Medical Examinations**

A. New Hires. Applicants who have been offered certain jobs may be required to undergo a thorough medical examination by a physician designated by the Municipality, the cost of which will be borne by the Municipality. This examination may include drug and alcohol screening to determine the presence of any form of substance abuse. Psychological tests may be required for public safety positions.

B. Current Employees. In the interest of safety, or for any other reasonable cause for concern as to your ability to perform job-related functions, the Municipality may require you to report to a doctor of the Municipality's choosing for a complete physical and mental evaluation, including drug and alcohol screening. Refusal to submit to an examination may be cause for dismissal. You are expected to maintain the same minimum standards of physical and mental fitness required of new applicants for your particular assignments.

C. Confidentiality of Medical Records. All medical information obtained in an examination by physicians designated and paid by the Municipality shall be the property of the Municipality. In compliance with ADA regulations, medical information shall be treated as confidential and can be disclosed only on a need-to-know basis to authorized persons as the law allows.

## **Section 2.4 - Non-Discrimination Against and Accommodation of Individuals with Disabilities**

The Municipality complies with the American With Disabilities Act and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. The Municipality also provides reasonable

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accommodation for such individuals in accordance with these laws. It is the Municipality's policy to, without limitation:

1. Ensure that qualified individuals with disabilities are treated in a non-discriminatory manner in the pre-employment process and that employees with disabilities are treated in a non-discriminatory manner in all terms, conditions, and privileges of employment.
2. Administer medical examinations, such as second-medical-opinion or fitness-for-duty exams, (a) to applicants only after conditional offers of employment have been extended and (b) to current employees only when justified by business necessity or as a part of the Municipality's annual physical examination program.
3. Keep all medical-related information confidential in accordance with the requirements of the ADA and retain such information in separate confidential files.
4. Provide applicants and employees with disabilities with reasonable accommodation, except where such accommodation would create an undue hardship on the Municipality.
5. Notify individuals with disabilities that the Municipality provides reasonable accommodations to qualified individuals with disabilities, by including this policy herein and by posting the Equal Employment Opportunity Commissioner's poster on not discriminating against individuals with disabilities and other protected groups conspicuously throughout the Municipality's facilities.

#### **Procedure for Requesting Accommodation**

Qualified individuals with disabilities may make requests for reasonable accommodation to the Municipality's Town Administrator. On receipt of an accommodation request, the Town Administrator will meet with the requesting individual to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the Municipality might make to help overcome those limitations.

The Town Administrator, in conjunction with appropriate individuals identified as having a need to know (e.g., the individual's supervisor/department head), will determine the feasibility of the requested accommodation, considering various factors, including, but not limited to, the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, the

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facility's overall financial resources and organization, and the accommodation's impact on the operation of the facility, including its impact on the ability of other employees to perform their duties and on the facility's ability to conduct business. The Town Administrator will inform the employee of the Municipality's decision on the accommodation request or on how to make the accommodation.

### **Section 2.5 - Resignation**

An employee wishing to resign in good standing should give the Municipality ten (10) working days notice. The appropriate department head may waive any portion of the notice period in extenuating circumstances.

The resigning employee should submit the written notice to his or her supervisor. The employee must turn in any assigned municipal property no later than the last day of employment. Upon resignation, employees in good standing will be paid for PTO leave, which has been earned but not used.

**2.5.1 - Layoff:** It may be necessary at times to reduce the number of persons working for the Municipality. Supervisors will make recommendations to the appropriate manager. The persons with the lowest performance ratings will be the first ones laid off. In cases of similar performance ratings, those who have the lowest seniority will be laid off.

**2.5.2 - Reinstatement:** Applicants must have a satisfactory past employment record or, if past Municipal employee, must have terminated with an acceptable work record. Employees voluntarily terminating regular full-time employment may be rehired one additional time only.

### **Section 2.6 - Employee Records**

Records regarding personnel matters will be kept on each municipal employee. Current employees may arrange to review their own records by contacting the Town Administrator. Each employee will be responsible for notifying the Town Administrator of any changes in marital status, address, phone number, etc.

### **Section 2.7 - Residence**

There is no general requirement that Municipal employees live within the Cross Roads Municipality.

### **Section 2.8 - Affiliations/Favoritism**

**2.8.1 - Nepotism:** Persons related within the second degree of affinity or within the third degree of consanguinity to a Member of the Town Council,

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will not be eligible for employment. Relatives of other employees may be employed but not under the supervision of any relative related within the second degree of affinity or within the second degree of consanguinity. To assist in identifying various critical relationships, the following table can be utilized:

Consanguinity (Blood Relationships)

First Degree    Second Degree

Mother	Grandmother
Father	Grandfather
Sister	Granddaughter
Brother	Grandson
Daughter	Uncle (your mother or father's brother)
Son	Aunt (your mother or father's sister)
	Niece (your sister or brother's daughter)
	Nephew (your sister or brother's son)
	First Cousin (your aunt's or uncle's daughter or son)

Affinity (Marriage Relationships)

First Degree

Second Degree

Wife	Mother-in-Law
Husband	Father-in-Law
	Sister-in-Law
	Brother-in-Law
	Daughter-in-Law
	Son-in-Law

**2.8.2 - Questionable Influence:** Should there be known to exist any special relationship or special motivating factors, either directly or indirectly, between a recommended candidate and the screening supervisor, this will be explained in a narrative justification and forwarded to the selecting Manager before the selection is made final. Special relationships or special motivating factors include: cohabitation, whether or not in a common law marriage; familial relationships between the selectee and any Cross Roads municipal employee; friendships with other municipal employees or requests (asking of favors) concerning the potential selectee, by other municipal employees or anyone who might have an interest in exerting their influence upon Cross Roads Municipal functions.

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## Section 2.9 - Employment Status

There are three major general classifications of employees: regular, Probationary, and temporary (seasonal).

- 2.9.1** Regular full-time employees are those who work a full workweek (a workweek is defined as 30 or more hours per week [for non-commissioned employees and 60 hours per pay period for non-commissioned employees](#)) on a regular basis. The term regular full-time employees include those employees, including exempt, non-exempt and Department Heads. Regular part-time employees are those who work regular hours of less than a full workweek.
- 2.9.2** Probationary employees are newly hired regular employees who have not yet completed their initial Probationary period, which is generally six months after hire, depending on the job classification and performance. Probationary employees can either be full or part-time employees.
- 2.9.3** Temporary employees are those who are employed for only a specific period, whether for one day or for the summer, or for a special job, task or project. Temporary employees may work full or part-time; however, their total hours per year may not exceed 1000.
- 2.9.4** Exempt employees those employees that are exempt under the Fair Labor Standards Act.

## Section 2.10 - Probationary Period

Every person initially employed by or promoted in the Municipal service as a regular employee will be required to successfully complete a Probationary period of six months [for non-commissioned employees and 12 months for commissioned employees](#). The new employee's supervisor will assist him or her during this time. Each new employee's performance will be evaluated as he or she adapts to the new job. Written notification of this individual's employment status will be entered into his or her personnel file at the conclusion of the initial Probationary period. A Probationary employee may be dismissed at any time during the Probationary period with no recourse to the formal appeal procedure. The duration of the Probationary period may be extended at the discretion of the supervisor. Should the department head decide to extend the Probationary period; a written notice outlining the reasons for the extension will be issued to the employee.

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## Section 2.11 - Job Performance

Each employee will have job performance evaluated on a regular basis. Special work requirements may demand evaluation that is more frequent.

**2.11.1 - Performance Evaluation:** A formal, written evaluation will be conducted at various times, but at least annually, for each employee. Scores on evaluations will be used to compare the performance, experience, and qualities of employees to their job requirements. In addition, this will take into consideration such job factors as cooperation, dependability, output, judgment, safety, and so forth. The evaluations will become a part of the employee's permanent personnel record file.

- (a) **New field employees** will be evaluated at the end of each training period. The immediate supervisor of that trainer will review these evaluations conducted by a trainer. These reviews will be taken into consideration when making full evaluations and will be reflected in the composite score.
- (b) Reserved for future.
- (c) **All new employees** will be reevaluated prior to the end of their probationary period to determine if they have successfully completed their Probationary period.
- (d) **Before termination** is recommended, the employee's evaluation will be reviewed by the appropriate supervisor.
- (e) **Upon completion of the Probationary period**, evaluations will be conducted annually.

**Deleted:** All new employees' first six months of employment represent a Probationary period.

**Deleted:** Each new employee is given a series of evaluations during this period.

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**CHAPTER III**  
**EMPLOYEE PAY AND BENEFITS**

**Section 3.1 – Compensation**

All positions will be classified according to job qualifications, duties performed and responsibilities assumed.

**Section 3.2 - Pay Day**

Employees will be paid bi-weekly. Should pay day fall on a holiday or weekend, payday will be on the preceding workday.

**Section 3.3 – Health, Life, and Dental Insurance**

All regular full time employees are eligible for insurance benefits currently being offered by the Town. The Town of Cross Roads will cover the cost of this insurance at the rate of 100% for the full time employee. Should the employee wish to take out dependent insurance through the Town, the employee will be responsible for the full cost of this insurance.

**Section 3.4 - Texas Municipal Retirement System**

The Town of Cross Roads is a participant in TMRS at a rate of 7% with 2 to 1 match. All employees who work a total of 1000 hours per year or more are required to participate in this program.

**Section 3.5 - Workers' Compensation Insurance**

The Municipality has workers' compensation insurance in the event that an employee is injured on the job. Texas state law prescribes the criteria for receipt of workers' compensation payments.

The Town Secretary is responsible for administering the Municipality's workers' compensation program.

**Section 3.6 – Certification Compensation**

This section is reserved for future use.

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**Section 3.7 - Longevity Compensation**

All regular full-time employees employed for 1 year or more shall be eligible for additional compensation at a minimum rate of four dollars (\$4,00) per month for each full year of continuous service with the Town up to a maximum of twenty-five (25) years. This pay will be awarded annually, as a lump sum, during December each year and only eligible employees who are in an active pay status and in good standing with the town on December 1st will receive this benefit.

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Longevity compensation payment is not guaranteed from year to year, and the Town Council makes the determination as to whether the payment will be granted when the budget is passed.

**Section 3.8 – PTO Buyback**

At the discretion of the Mayor when budgeted by Town Council, up to 40 hours of PTO may be bought back by the municipality during the month of November or December.

**CHAPTER IV**  
**ATTENDANCE AND PAY REQUIREMENTS**

**Section 4.1 – Absenteeism and Tardiness**

The municipality expects all employees to assume diligent responsibility for their attendance and promptness. If you are unable to work because of illness, you must notify your supervisor at least one (1) hour prior to the start of your shift on each day of your absence. Failure to properly notify the Municipality results in an unexcused absence.

If you are absent for more than three (3) consecutive workdays, a statement from a physician may be required before you will be permitted to return to work. In such instances, the Municipality also reserves the right to require you to submit to an examination by a physician designated by the Municipality at its discretion. In addition, the Municipality may require you either to submit a statement from your physician or to be examined by a company-designed physician in other instances at its discretion, such as where abuse is suspected (e.g., where an employee's record indicates a pattern of short absences and/or frequent absences before or after holidays and weekends).

Absenteeism or tardiness that is unexcused for more than four (4) workdays per month in the judgment of the Municipality is grounds for disciplinary action, up to and including dismissal.

**Section 4.2 - Inclement Weather**

Except for extraordinary circumstances, Town offices DO NOT CLOSE. All Town employees, whether exempt or nonexempt, are expected to make a sincere effort to report to work during inclement weather conditions or other emergency situations.

If an employee determines that the weather conditions constitute a danger to life and/or property, the employee must notify the immediate supervisor and/or Department Head and make arrangements to report to work if weather conditions improve. Any leave taken due to inclement weather can be flexed or charged to PTO. Regular full-time and part-time nonexempt employees who are unable to flex their time and who have no accrued PTO available will not be paid for the time missed.

**Deleted:** In the event of inclement weather:

- Municipal offices may be closed when at the discretion of the Mayor or Town Administrator.
- The closing of Aubrey and/or Denton ISD will be taken into consideration for inclement weather closing.
- Employees who report to work will be paid for a full day, even if municipal offices are closed early.
- If the Town offices are not officially closed due to bad weather and an employee chooses not to report to work, the employee will be required to take a PTO day or be docked wages.
- Any deviance from this policy shall be at the discretion of the head of each department.

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The Department Head/immediate supervisor is responsible for seeing that Town services are staffed while Town offices are open for business during inclement weather or emergency conditions. Any Town service that cannot be provided during inclement weather or other emergency conditions must be immediately reported to the Town Administrator.

When weather or other conditions are such that the Town Administrator or Mayor declares certain Town offices/departments officially closed, all affected personnel, i.e. those non-essential employees who were scheduled to work during the time of closure, will be granted "administrative leave" for the time the office/department is closed. Essential personnel must report to work even when other Town departments are officially closed due to weather or other type of extraordinary circumstances. Essential personnel required to be on the job regardless of adverse weather or other conditions are designated by the Department Head and/or the Town Administrator. Essential personnel who fail to report to work may be subject to disciplinary action up to and including termination of employment. Employees are required to sign an acknowledgement form that they have received notice of their designation of essential or non-essential status and requirement to work during inclement weather at time of employment.

### Section 4.3 - Overtime

Employees may from time to time be required to work hours in excess of their official hours, when determined necessary by management. Employees are expected to respond to a reasonable request to work extra hours and may be subject to disciplinary action for failure to stay or report for such hours.

Regular, Probationary, part-time and temporary nonexempt employees will receive overtime compensation. Exempt employees are not eligible for overtime.

The Municipality is responsible for determining the exempt/non-exempt status of positions pursuant to guidelines established by the Federal Fair Labor Standards Act (FLSA).

Overtime will be paid to nonexempt employees at one and one-half (1 1/2) times the regular rate for hours worked over forty (40) hours in the workweek for non-commissioned employees or eighty (80) hours per pay period for commissioned employees. Hours worked is defined as those **actually** worked on behalf of the employer. (Paid PTO or comp time is not included in hours actually worked.)

Employees may elect to take time off in lieu of overtime pay with approval of their supervisor.

**Deleted:** pay but may be compensated in the form of comp time. Comp time will be earned at the rate of 1 hour for each hour worked over the regularly scheduled workweek. Comp time will be paid and used according to the most current FLSA standards. ...

**Deleted:** Employers may use comp time as an alternative method of payment of overtime so long as the employees are paid, paid compensatory time off at the rate of one and one-half hours for each hour of overtime worked.

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**Section 4.4 - Holiday Worked**

Regular Full-Time and Regular Part-Time employees working on a scheduled holiday will be paid for hours worked at double the regular rate of pay. Each day shall constitute eight (8) hours per day for non-commissioned employees, or the number of hours actually worked for commissioned employees. The employee can be given another day off at employee's request in lieu of the double time at the supervisor's discretion. To receive holiday pay, an employee shall have worked his or her last scheduled day before and the day after the holiday unless excused by the appropriate supervisor. Commissioned employees may only be compensated for the holiday hours worked on the actual holiday, if different than the observed day.

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**Section 4.5 - Callback Pay**

This section is reserved for future use.

**Section 4.6 - Call Duty Pay**

**Non-Exempt Employees**

An employee who is called in to work by his or her supervisor/manager will be paid a minimum of 2 hours worked.

**Section 4.7 - - Municipal Vehicles**

Municipal vehicles are to be operated only by approved employees, including contract employees and volunteers when authorized. All approved/authorized employees and volunteers must have a valid Texas driver's license. Approval/authorization comes from the Town Administrator.

Municipal vehicles are to be used only for conducting official municipal business. The Town reserves the right to search Municipal vehicles at any time, for any purpose. Employees have no expectation of privacy in Municipal vehicles. Use of a Municipal vehicle is a privilege of employment, not a right.

All employees who operate or drive a vehicle owned or used by the Town shall be responsible for the proper use and operation of the vehicle, and shall obey all town and state laws and regulations.

It is the employee's responsibility to ensure the vehicle is in working order with all necessary documents and safety equipment functioning before using the vehicle.

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All precautions shall be taken to ensure the safety and security of Municipal Vehicles. This includes, but is not limited to, locking all doors and/or compartments, removing any valuables from view in the vehicle, and properly parking vehicles in accordance with applicable laws and ordinances.

Use of the Municipal vehicle shall be restricted within Town of Cross Roads limits unless previously authorized for Town business.

If an accident occurs, the employee shall report the accident to [the immediate supervisor](#), immediately. A drug and/or alcohol test may be administered.

**Deleted:** Town Administrator

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Town employees involved in accidents while not acting in the course and scope of employment are responsible for all liabilities arising from the accident.

Town employees shall report any and all maintenance concerns or damage to vehicle to their [immediate supervisor](#), immediately.

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Employees and supervisors who fail to comply with the requirements of this policy will be subject to discipline.

Employees may not possess or use tobacco, alcohol, or other controlled substances while operating any Municipal Vehicle.

**CHAPTER V**  
**LEAVES AND ABSENCES**

**Section 5.1 - Holidays**

NEW YEAR'S DAY	January 1
<u>MARTIN LUTHER KING, JR. DAY</u>	<u>Third Monday of January</u>
PRESIDENT'S DAY	Third Monday in February
GOOD FRIDAY	Friday before Easter
MEMORIAL DAY	Last Monday in May
INDEPENDENCE DAY	July 4
LABOR DAY	First Monday in September
VETERANS DAY	Weekday closest to November 11th
THANKSGIVING DAY	Fourth Thursday in November
FRIDAY AFTER THANKSGIVING	Fourth Friday in November
CHRISTMAS EVE	December 24
CHRISTMAS DAY	December 25

When a holiday falls on Saturday, the preceding Friday will be observed as the holiday. When a holiday falls on Sunday, the following Monday will be observed. If you have questions about holidays, talk with your supervisor. When holidays fall on a regular scheduled day off for employees on a rotating shift they may take the previous day or the day after as the holiday at the supervisor's discretion.

**Section 5.2 - Paid Time Off**

**PTO consists of both sick and vacation time and is accrued each pay period in the amounts indicated below. Employees are granted PTO as follows.**

First Year of Employment = 160 hours (6.15 hours per pay period)

Years 1 - 5 = 200 hours (7.69 hours per pay period)

Years 6 - 15 = 260 hours (10 hours per pay period)

Years 16 – 25 = 320 hours (12.31 hours per pay period)

Years 26 – retirement = 360 hours (13.85 hours per pay period)

Regular Part Time employees (earn PTO at a rate of one-half of that of regular full time employees)

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**Deleted:** Years one (1) thru five (5) = 15 PTO days (120 hours)

Years six (6) thru fifteen (15) = 20 PTO days (160 hours)

Years sixteen (16) thru twenty five (25) = 25 PTO days (200 hours)

Years twenty six (26) thru retirement = 30 PTO days (240 hours)

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Retention of accrued PTO time. An employee may carry over a maximum of 100 hours of PTO to the next calendar year.

### Section 5.3 - Scheduling of PTO

PTO requests must be approved in advance by the employee's immediate supervisor. The Municipality will endeavor to grant the scheduling requests of the employee as near as the needs and requirements of the Municipality will permit, giving due consideration to the employees' seniority in the event of a request for the same PTO time by two or more employees.

### Section 5.4 - Bereavement Leave

The appropriate manager may require verification to authorize bereavement leave with pay as follows:

- 5.4.1 Up to forty (40) hours for the death of immediate family (parents, spouse, siblings, children) for each instance.
- 5.4.2 Up to twenty-four (24) hours for the death of a relative (aunt, uncle, grandparents, in-laws).

### Section 5.5 - Reserved for future use

### Section 5.6 - Jury Duty

Employees will be granted court leave when summoned for jury duty or to appear as a witness in relation to Municipal Responsibilities.

An employee subpoenaed as a witness in court for matters, which do not relate to Municipal responsibilities will use PTO Leave.

All fees paid and the employee may retain expenses reimbursed by the court.

### Section 5.7 - Military Leave

Military leave will be granted in compliance with applicable federal and state laws.

### Section 5.8 - Administrative Leave

The Town may grant Administrative Leave with or without pay to an employee, at the discretion of the Department Head, when no other paid leave category is

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¶ PTO will be granted on January 1 of each year and in the first year of employment employees are eligible to take PTO after 90 days of employment. ¶

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**Deleted:** In the case of any type of termination of employment a percentage of PTO earned within that year will be paid out to the employee based upon which calendar quarter the last day of employment falls within as indicated below. If an employee is terminated within the first calendar year of employment this same calculation method will be used to determine amount of PTO awarded and paid for that first year. ¶

- ¶ January thru March – 25% ¶
- ¶ April thru June – 50% ¶
- ¶ July thru September – 75% ¶
- ¶ October thru December – 100% ¶
- ¶

**Deleted:** are required to be submitted 30 days in advance or as

**Deleted:** five (5)

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**Deleted:** Leaves of absence without pay for military or reserve duty are granted to full-time and part-time regular employees. If you are called to active military duty or to reserve or National Guard training, you are required to notify and submit copies of your Orders to Duty to your supervisor in advance of your absence. You will be granted a military leave of absence without pay for the period of military service, in accordance with applicable federal and state laws. If you are a reservist or a member of the National Guard, you are granted time off without pay for required military training. Your eligibility for reinstatement after your military duty or training is completed is determined in accordance with applicable federal and state laws.

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[available or applicable.](#)

[Department Heads in consultation with Human Resources may designate Administrative Leave with pay only pending a disciplinary decision, pending drug/alcohol screening results, or during an internal investigation.](#)

[Written notice of administrative leave shall be provided to the employee and a copy forwarded to the individual responsible for processing payroll.](#)

### **Section 5.9 - Leave of Absence Without Pay**

The appropriate manager may grant Leave of Absence (Family and Medical Leave) without pay to an employee for a period not to exceed six (6) months. Employees on leave without pay will have PTO adjusted proportionate to the time of leave. The employee will be responsible for medical and dental, long term disability and any other insurance benefit payments during the Leave of Absence. A request for leave without pay will be made in writing.

By law, as an employer with less than 50 employees, the Town of Cross Roads Municipality has the right not to guarantee a specific job upon return from leave of absence; however, pay rate will stay the same. When the Cross Roads Municipality reaches 50 or more employees, the rights of the employee upon his return will change and meet the requirements described in the Family and Medical Leave Act.

### **Section 5.10 - Absence Without Leave**

When an employee is going to be late or absent from work, he or she is expected to notify the supervisor one (1) hour prior to the start of a shift on each day of absence or as soon as possible. If the supervisor is not notified, the employee will be considered "absent without leave" (AWOL) and will not be paid for the time involved. Being AWOL can also result in dismissal or other disciplinary action.

### **Section 5.11 - Family and Medical Leaves of Absence**

Employees Who Qualify for a Leave Under the Family and Medical Leave Act of 1993.

The Municipality will grant a leave of absence to regular full-time and regular part-time employees (who meet the requirements described below) for the care of a child after birth or adoption or placement with the employee for foster care, the case of a covered family member (spouse, child, or parent) with a serious health condition, or in the event of an employee's own serious health condition. Leaves will be granted for a period of up to twelve weeks in any twelve-month period.

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**Deleted:** The appropriate manager may grant an employee administrative absence with pay to attend a professional conference, convention, training activity, legislative proceedings, civic functions, or meetings, related to the Municipality.

An employee must have completed at least one full year of service with the Municipality and have worked a minimum of 1,250 hours in the twelve-month period preceding the leave to be eligible for such leave. Employees who do not meet these requirements may apply for a leave of absence subject to the conditions described elsewhere in this chapter.

### **Child/Family Care Leave**

If you request a leave of absence to care for a child after birth, adoption, or placement in your home for foster care or to care for a covered family member with a serious health condition, you will be granted unpaid leave under the following conditions:

1. If the leave is planned, the employee must provide his or her supervisor with at least thirty days' notice prior to the anticipated leave date.
2. If the leave is unexpected, you should notify your supervisor and the human resources department by filing the Leave-of-Absence Request Form as far in advance of the anticipated leave date as is practicable. (Normally, this should be within two business days of when you become aware of your need for the leave).

All Municipality benefits will cease to be earned during any period of FMLA leave, which is unpaid, and PTO will be adjusted proportionate to the amount of time on leave.

You will be required to use all unused PTO during the leave period. Once such benefits are exhausted, the balance of the leave will be without pay.

All group health benefits (e.g. major medical, hospitalization, and dental insurance) will continue during the leave period provided you continue regular employee contributions to these plans. (Other benefits, such as pension, life insurance, and long-term disability will be governed in accordance with the terms of each benefit plan.)

Employees requiring a leave to care for a covered family member with a serious health condition may be required to provide medical certification from the family member's physician attesting to the nature of the serious health condition, probable length of time treatment will be required, and the reasons that the employee is required to care for this family member. Employees may also be required to provide additional physician's statements at the Municipality's request.

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Further, the family member may be required to submit to medical examinations by physicians designated by the Municipality at the Municipality's expense.

### **Leave for Employee's Serious Health Condition**

If you request a leave of absence for your own serious health condition, you will be granted leave under the following conditions:

1. If the leave is planned in advance, you must provide us with at least thirty days' notice prior to the anticipated leave date, using the Municipality's official Leave-of-Absence Request Form.
2. If the leave is unexpected, you should notify your supervisor and the human resources department by filing the Leave-of-Absence Request Form as far in advance of the anticipated leave date as is practicable. (Normally, this should be within two business days of when you become aware of your need for the leave.)
3. Any time that you expect to be or are absent for more than five consecutive workdays as a result of your own serious health condition (including pregnancy), you will be required to submit appropriate medical certification from your physician. Such certification must include at a minimum, the date the disability began, a diagnosis, and the probable date of your return to work.

All the Municipality's benefits will cease to be earned during any period of unpaid leave. PTO for the year will be prorated based upon the amount of time on leave.

You will be required to use all earned PTO days during your leave, prior to being eligible for any benefits under the Municipality's salary continuation plan. Once such benefits are exhausted, the balance of your leave will be without pay.

All group health benefits will continue during the leave provided you continue regular employee contributions to these plans. (Other benefits such as pension, life insurance and long-term disability will be governed in accordance with the terms of each benefits plan).

During your leave, you may also be required to provide the Municipality with additional physician's statements on request from the Municipality or the Municipality's insurance carriers, attesting to your continued disability and inability to work. You may also be required to submit to medical examinations by physicians designated by the Municipality at its discretion and at the Municipality's expense, at the beginning of, during, or at the

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end of your leave period, and to provide the Municipality with access to your medical records as required.

Before you will be permitted to return from medical leave, you will be required to present the Municipality with a note from your physician indicating that you are

capable of returning to work and performing the essential function of your position, with or without reasonable accommodation. Where required, the Municipality will consider making reasonable accommodation for any disability you may have in accordance with applicable laws.

#### **Leave Entitlement**

Eligible employees are entitled to a leave for up to twelve weeks in any twelve-month period (or longer if required by applicable state or local law or, in the case of a leave for an employee's serious health condition, where a leave extension is required and approved).

Leave taken to care for a child after birth, adoption, or placement in your home for foster care must be taken in consecutive workweeks. Leave taken for the employee's or a covered family member's serious health condition may be taken consecutively, intermittently, or on a reduced work/leave schedule, based on certified medical necessity. In such instances, the Municipality will follow applicable federal and state laws in reviewing and approving such leave requests.

#### **Reinstatement Rights**

Eligible employees are entitled on return from leave to be reinstated to their former position or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Exceptions to this provision may apply if business circumstances have changed (e.g., if the employee's position is no longer available due to a job elimination). Exceptions may also apply for certain highly compensated employees under certain conditions. In addition, employees on a leave extension are not guaranteed reinstatement.

#### **Section 5.12 - Employee Travel Policy**

The Town of Cross Roads will pay reasonable expenses, which are incurred in the course of authorized Town travel. The types of expenditures outlined in this administrative procedure are intended as a general guide and are not necessarily all-inclusive. Discretion remains with the Mayor or designee, in approving travel expenses to provide for unusual circumstances.

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The Town has two objectives when paying travel-related expenses. 1) To provide employees sufficient funds to comfortably execute business on behalf of the Town and 2) to safeguard Town funds by paying only reasonable and necessary expenses. The Mayor or Town Administrator is ultimately responsible for determining what constitutes the standard of reasonableness. However, if the review of travel-related documents reveals a specific charge that is particularly susceptible to scrutiny, that charge may be referred to the Council for review.

Department heads are ultimately responsible for insuring that travel expenditures comply with policy and for the thorough review and approval of all documents necessary for the travel transaction. The purpose of the required documentation is to provide evidence to anyone who reviews the travel transaction that public funds were expended in compliance with policy. The standard for sufficient documentation is that anyone who reviews the transaction can review the accompanying documentation and be able to fully support that all funds were expended in accordance with policy.

Employees traveling on behalf of the Town of Cross Roads are expected to utilize services and accommodations appropriate for the business to be conducted. Employees are expected to travel and conduct business in reasonable comfort and exercise good judgment in distinguishing between comfort and extravagance.

For purposes of this administrative procedure the term "Department head" refers to the Town Administrator.

- I. Approval Required for Travel on Town Business. The Town will pay travel and registration fee expenses required for Town business or to enhance the knowledge of the individual for the benefit of the Town.
  - A. Request For Travel and Travel Advance Form: Prior written approval by supervisor for travel requiring an overnight stay is an integral part of the travel procedure. The Request for Travel and Travel Advance Form is to be used to document written prior approval. In the event that travel is conducted without prior approval, the employee may be held responsible for all expenses incurred.
  - B. Travel Expense Report Form: A Travel Expense Report must be completed for all travel, even when a credit card is used to pay for expenses. All receipts and pertinent documents, including the signed Request for Travel and Travel Advance shall be attached to the Travel Expense Report. Receipts should be affixed (do not staple) in date order to an 8 ½ x 11 sheet of paper and attached to the Travel Expense Report, and then forwarded to the Town Administrator. When a Town of Cross Roads credit card is used, a copy of the Travel Expense Report must be attached to the copy of the credit card transaction log retained by the employee for his/her file. The employee must maintain this for audit purposes.

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a. Advances and Reimbursements: An advance for estimated travel expenses may be requested. A signed Request for Travel and Travel Advance form must be submitted for travel advances. Following a trip, employees must account for their travel advance within fifteen (15) working days of their return date. Travel advances, which exceed \$100 not returned within 15 working days of the return date, will be deducted from the employee's payroll check. When returning unused travel advance funds to the Town, the money should be returned to the Town Administrator and the receipt attached to the Travel Expense Report.

D. Credit Card for Travel Expenses: Some employees may be issued Town credit cards with travel privileges. These cards can be used for travel and other expenses that are typically paid by the Town. Personal expenses are not to be placed on a Town credit card. Misuse of the Town's credit card or violation of this policy may result in card privileges being revoked or other disciplinary action being taken as deemed appropriate.

II. Liability Coverage. Town employees engaged in Town business will be indemnified to the same extent they are covered during their regular work hours.

III. Reimbursable Expenses. The Town will pay an employee's actual expenses as authorized within this policy, except for meals. **Receipts must be provided for all expenses including meals except where meal per diem is paid or as specifically referenced below. (Reference Section III. A.)** Employees should use the most economical means available when using Town Funds.

A. Meals:

1. The Town will pay for the cost of meals for travel at per diem rate. The Town's per diem for meals are \$50/day.
2. The Town will not pay for meals for individuals who are not employed by the Town of Cross Roads except with the written approval of the Department head. If an exception is granted, meal receipts shall list by name for whom the meal was purchased and the business purpose of the meal. Travel related meal expenditures will be reimbursed only if an overnight stay is required.
3. The Town will pay for meals at scheduled seminars, training sessions, and other meetings, but will not reimburse for meals elsewhere if the meal cost was included in the conference fee. The Town will not pay for social or recreational conference functions that are separate ticketed events not

included in the base conference registration fee without prior approval of the Department head.

- B. Entertainment. The Town of Cross Roads will not reimburse employees for entertainment unless it is necessary for the purpose of the trip.
- C. Alcoholic Beverages. Under no circumstances will the cost of alcoholic beverages be reimbursed. Employees are expected to pay for any alcoholic beverages separate from any eligible meal.
- D. Transportation.
  - 1. First-Class Accommodations: Employees may choose to travel first-class, but the Town will only pay coach or tourist class fares.
  - 2. Commercial Airlines: The Town of Cross Roads will pay for coach roundtrip airfare. Employees are expected to take advantage of discounts whenever possible. However, employees are not required to fly at unusual times just to qualify for discounts. Employee may retain frequent flyer miles and similar travel awards; however, he/she shall not pay a higher price for the fare in order to obtain frequent flyer miles.
  - 3. Private Air Carriers and Charters: Employees shall not use private airplanes or charters without the express approval of the Mayor. Cost savings or emergency schedule requirements must be shown
  - 4. Vehicle Rental: The Town will not assure payment for rental cars without the prior written approval of the employee's Department head. Cost savings or schedule requirements must be shown. Free hotel shuttles should be used whenever available.
  - 5. Taxi: The Town will reimburse employees' taxi fares for required transportation.
  - 6. Personal Vehicles: With the approval of the department head, employees may use their personal vehicle for out-of-town travel. The Town of Cross Roads will pay the Internal Revenue Service mileage reimbursement rate in effect at the time of travel. When an employee has been approved to use his or her personal car on a trip, and the destination is more than 300 miles from the point of departure, the Town will not reimburse the employee for expenses, such as lodging, meals and incidentals, while in transit which exceed the cost of a 21-day advance round-trip coach airfare. Any travel time that is greater than the time required to travel by scheduled airlines will be considered PTO time. Normal travel time will not exceed one day.

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- a. Those employees receiving a car allowance will not be paid mileage reimbursement for travel, which is within 50 miles (one way) of their office.
  - b. Personal car travel reimbursement is limited to the lesser of either the cost of making the trip by 21-day advance coach airfare or mileage reimbursement. For example, several employees traveling to the same destination could usually travel together in a personal or Town vehicle for less than several airline tickets. Appendix A is provided to help calculate the least expensive travel method, which is the amount that will be reimbursed.
  - c. The Town will pay for any additional work related mileage at the destination.
  - d. The Town will pay for parking expenses, including airport-parking expenses. Mileage reimbursement to the airport will be calculated from the employee's office (workday destination) or from the employee's home to the airport, whichever is less.
  - e. If an employee is driving a personal vehicle outside of the Town and has car failure, the Town will pay the expense of towing the vehicle to the nearest garage, over and above the employee's personal towing insurance coverage. The employee must pay for all repairs.
7. Town Vehicles: Town vehicles may be used at the discretion of the Mayor. Direct expenses associated with the use of a Town vehicle, which are incurred by the employee, such as gasoline and oil, will be reimbursed.
- E. Accommodations. The Town will pay actual expense for hotels, motels, or other lodging. Luxury/resort accommodations are to be avoided. Employees must request the reduced government rate or conference rate when making reservations. Most hotels will not accept claims to a government rate after check-in. Town employees are not exempt from hotel taxes, and will be reimbursed for such taxes.

The Town will pay no more than the cost of a single occupancy room. If an employee shares a room with someone who is not an employee of the Town or who is not traveling on Town business, and the room cost is higher than the single room rate, the bill must be adjusted for the difference in cost.

- F. Incidental Expenses. The Town of Cross Roads will not pay for dry cleaning, shoeshines, haircuts, magazines, and books, tickets to the theater, sports events, or other such incidental expenses.
  - G. Travel on Behalf of Other Agencies. With the approval of the department head, employees may be granted travel time on behalf of other organizations. In unusual circumstances, the Mayor is authorized to approve an advance of Town funds for travel expenses incurred on such trips. The same guidelines outlined in this policy must be followed.
  - H. Travel Outside Normal Workday. Compensation for travel required outside an employee's normal working hours (i.e. Saturday, Sunday, evening) will be calculated at the IRS current mileage rate and consistent with the Fair Labor Standards Act and accompanying regulations.
- VI. Other Authorizations/Approvals. Authorization for Travel and Expense Report approval for department heads will be the Mayor.
- VII. Expense Report. Each employee traveling will be responsible for submitting his/her own receipts and travel expense report.

APPENDIX A

AIRLINES

Airfare\* \_\_\_\_\_

Airport Parking \_\_\_\_\_

Transportation  
To/From Airport \_\_\_\_\_

Other \_\_\_\_\_

Total Cost \_\_\_\_\_

PERSONAL VEHICLE

\_\_\_\_\_ miles @ \_\_\_\_\_ cents

= \_\_\_\_\_

Destination Parking  
\_\_\_\_\_

Additional Lodging \_\_\_\_\_

Additional Meals \_\_\_\_\_

Total Cost \_\_\_\_\_

Lesser of above columns is the maximum reimbursement when choosing to drive to a destination versus flying.

\*A 21-day advance shall be used for airfare cost unless there are extenuating circumstances. A brief explanation of these circumstances must be provided below. A price quote must be attached to this form in order to obtain reimbursement. This quote may be obtained via the Internet web page of the appropriate major airline.

## CHAPTER VI EMPLOYEE CONDUCT

### Section 6.1 - Standards of Conduct

Acknowledging that we are directly accountable to the citizens and taxpayers of the Cross Roads municipality, an employee's conduct, both on and off the job, will be such as to reflect favorably upon this municipality: Obeying all the laws of the United States, State of Texas, Town of Cross Roads and any local government under whose jurisdiction that employee may be at any time; Conducting one's self publicly in conformance to community standards of good order and common decency. Recognizing that each citizen's opinion of the worth of this municipal government is a valid reflection upon our competency, an employee will respond courteously and promptly to any request or complaint received and, if unable to satisfy or resolve a citizen's concern, the employee will immediately refer that citizen to the appropriate individual or municipal agency for resolution.

As Cross Roads Municipal employees, all personnel are responsible for maintaining acceptable standards of conduct. Failure to maintain such standards will result in disciplinary action for misconduct. A list of the more common offenses is presented here as a statement of the municipality's commitment to enforce a standard which will put this organization above reproach in our dealings with the public and with each other. The list is also presented to assure consistent and certain limits, which define acceptable, conduct for Municipal personnel.

When any cause for disciplinary action occurs, the matter will receive full and just consideration by supervisory and management personnel. Employees will be provided the opportunity to present facts and explanations in their behalf before action is taken. The decision to take disciplinary action will include careful consideration, by the supervisor, of an employee's work record with the Cross Roads Municipality, including length of service, performance record, position progress and other indications of his or her value. The following list of more common offenses does not limit management's right to discipline or discharge an employee for reasons other than those specified in the list:

**NOTE:** All active employees' discipline/counseling actions become a part of their official employee personnel file maintained in the Town Administrator's Office. After employment terminates with the Municipality, the Texas Records Retention Schedules become effective.

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## 6.1A. Unacceptable Employee Conduct

1. **Unacceptable attendance record** - tardiness; absence without official leave (AWOL); failure to follow established leave procedures.

(a) **Failure to Return to Work** - No employee will fail to return to work immediately following a specified leave of absence, PTO, emergency or other authorized leave of absence.

(b) **Fictitious Illness or Injury, Reports/Deception**: PTO is one of the benefits for working with the Cross Roads Municipality. Abusing this privilege by falsely reporting an illness or injury constitutes grounds for disciplinary action and may include termination.

2. **Breach of safety regulations** - particularly where imminent danger to persons or property is involved.

(a) **Horseplay** - No one, in this municipal employment, may engage in "horseplay" or play pranks while at work or while on Municipal facilities.

(b) **Information Disclosure** - Accidents/personal injuries involving municipality property/employees must be reported to delegated authorities.

3. **Breach of security regulation or practice** - particularly where restricted information is compromised (e.g. contract bid information).

4. **Offenses related to chemical abuse** - unauthorized possession or use of alcoholic beverages on municipal premises or in duty status; reporting to or being on duty under the influence of alcohol; unauthorized use or possession of a drug or controlled substance on municipal premises or in a duty status; reporting to or being on duty under the influence of a drug or controlled substance.

5. **Making false, malicious or unfounded charges, claims or statements** against co-workers, supervisors, subordinates, or municipal officials, which tend to damage the reputation or undermine the authority of those concerned.

6. **Abusive or offensive language, comments, jokes, innuendoes, gestures of a sexual nature** or other conduct, which may be construed as hostile.

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(a) **Sexual harassment (the Municipality's position is zero tolerance)** - The municipality expressly prohibits unwelcome sexual advances; requests for sexual favors; and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where: submission to such conduct is made either explicitly or implicitly a term or condition of employment; submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

(b) **Other general harassment** - The Municipality expressly prohibits any form of unlawful employee harassment, including but not limited to harassment based on race, color, religion, sex, national origin, age, disability, status as a Vietnam-era or special disabled veteran, or status in any group protected by state or local law. Improper interference with the ability of the Municipality's employees to perform their expected job duties is not tolerated.

ALL COMPLAINTS REGARDING HARASSMENT SHOULD BE REPORTED TO THE EMPLOYEE'S DIRECT SUPERVISOR AND/OR THE TOWN ADMINISTRATOR. THESE COMPLAINTS WILL BE HANDLED PURSUANT TO THE PROVISIONS OF SECTION 6.2 HEREIN.

7. **Retaliation** - Any form of retaliation against any employee for filing a bona fide complaint or for assisting in a complaint investigation.

8. **Breach of public confidence.**- Public opinion, of the Cross Roads Municipality's worth to its citizens, is very fragile. All personnel will consciously project an image of competence, concern, and courtesy. To ensure continued awareness of this:

(a) Any **discourtesy to the public** will be considered a disciplinary infraction of major concern.

(b) **Required dress** (uniforms) will be properly worn & maintained.

9. **Stealing, actual or attempted;** unauthorized possession of municipal property or property of others.

10. **Using municipal property or municipal employees** in duty status for other than official purposes.

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11. **Misuse of official municipal credential or credit document.** Misuse of municipal time.

- (a) **Personal Business** - While on duty, any personal business or telephone calls will be conducted may be made on as needed basis; however they may not interfere with the employee's work or the business of the Town.

12. **Deliberate misrepresentation, falsification, exaggeration, concealment, or withholding of a material fact,** or refusal to testify or cooperate in an official proceeding.

13. **Loss of or damage to municipal property, records or information.**

14. **Fighting** - related acts - threats or attempts to do bodily harm; hitting, pushing or acts against another whether or not injury occurred.

15. **Delay or failure to perform instruction** in a reasonable time.

16. **Insubordination, defiance of authority, disregard of directive, refusal to comply with proper authority, insolence** or like behavior. Employees will promptly execute all lawful orders of supervisors. Disobeying a supervisor's legally issued order or mutinous, insolent, abusive language or conduct toward a supervisor, will be insubordination.

17. **Sleeping, loafing, or failure to attend to duties.** - Municipal employees will remain awake and alert on the job. Employees will arrange adequate sleep, on their own time, prior to reporting for work.

18. **Negligent performance of duties.** - Employees are restricted from engaging in any activity or personal business that draws their attention from their duties.

19. **Gambling** - Participating in or appearing to participate in an unauthorized gambling activity while on municipal premises or in duty status; operating, assisting, or promoting or appearing to promote such while on municipal premises, or while others involved are in a duty status.

20. **Criminal Conviction** - Conviction of any felony or misdemeanor crime which is of moral turpitude or any type of felony conviction which is in violation of any municipal, state or federal law.

21. **Seeking or Accepting Gifts or Gratuities** - No one will solicit, by request or exhibit of identification, a discount, gift, gratuity, food or drink for self or others,

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from any individual, business establishment or merchant. Acceptance of any discount, gift, or gratuity, for self or others is prohibited unless authorized by the employee's department. Food or drink or a discount for food or drink may be accepted, when offered, if it cannot be construed to influence or affect his/her position or performance of duty as a municipal employee. It is up to the employee to report any offers or attempts to offer any gift or gratuity in an effort to affect his or her official conduct.

22. **Conduct unbecoming** - All employees will conduct themselves in a professional and business-like manner when dealing with co-workers, supervisors, other town employees and officials, and members of the general public. Engaging in activities or conduct that brings disrepute on the Town or making statements to others that is defamatory towards the Town is a violation of this policy.

23. **Political Activities.** – Employees shall not, while on duty, engage in political activities.

#### **Section 6.2. - Types of Disciplinary Action:**

1. **Oral Reprimand** - An oral reprimand (admonishment) identifies all violations and indicates areas needing improvement. A written record of this warning will be maintained in the official employee personnel file.

2. **Written Reprimand** - Written reprimand becomes a permanent part of the disciplinary record maintained in the official Employee Personnel file maintained in the Town Administrator's Office.

3. **Suspension** - Time off without pay for a period of not less than one hour nor more than thirty calendar days. Employees will receive a written notice (Statement of Suspension) prior to the suspension and will have the right to respond to the charges alleged by filing an appeal in writing within 5 calendar days. A suspension becomes a permanent part of the disciplinary record maintained in the official Personnel File maintained in the Town Administrator Office.

4. **Dismissal** - Termination of the individual's employment with the Municipality. An employee who has been dismissed will have the right to appeal the dismissal by filing a written appeal with the Town Administrator within 5 calendar days of the dismissal.

##### **6.2.1.- Appeal of Disciplinary Actions:**

(a) Any employee dissatisfied with any disciplinary action may file an appeal in writing with the next level Manager. All appeals must be filed within 5 calendar days or the disciplinary action will be deemed

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final. Once an appeal has been filed, the next level Manager must answer the appeal in 7 business days.

(b) Written appeals must contain the following information:

1. the type of disciplinary action being appealed and the effective date of the action;
2. the specific reason the discipline is judged to be unjust or otherwise in error;
3. the remedy or solution sought; and
4. the signature of the disciplined employee.

(c) If the disciplined employee is dissatisfied with the decision of the supervisor, an appeal, in writing, may be made to the Town Council within 10 calendar days following the Manager's decision.

**6.2.2.- Pending Investigations:** When an employee is suspected of a violation of a local, Municipal, state or federal law, rule, regulation or policy, which, if proven, would justify disciplinary action, but an investigation determining the exact nature and extent of the violation is in progress or incomplete, the employee may be administratively placed on leave with or without pay pending the outcome of the investigation and/or the imposition of disciplinary action, whenever deemed appropriate by the appropriate manager.

**6.2.3.- Consistent Application:** The purpose of a standard disciplinary procedure is to provide consistency by applying similar penalties for similar offenses, and to avoid favoritism of one person over another. Supervisors have the discretion to take circumstances into account when taking disciplinary action. Supervisors also have the responsibility and the authority to instruct, correct, admonish, and recommend any adverse personnel action felt necessary in disciplining an employee who is found guilty of unacceptable conduct.

**6.2.4. – Entitlement.** The procedures allowed for appeals of disciplinary actions shall not be deemed to create or grant a property interest or right in continued employment and shall not in any way affect the Town's or employee's employment-at-will status.

## **Section 6.3 - Dress Code**

### **Purpose**

To have the Town of Cross Roads employees project a high standard of personal cleanliness, grooming and professional appearance at all times during working hours with business casual attire or uniforms. The dress code guidelines in this policy are designed for the employees to maintain a neat businesslike but comfortable professional image to the public and fellow employees.

### **General**

The dress code guidelines apply to all full-time, part-time, temporary, seasonal, uniformed and non-uniformed employees. Clothing must be in good condition, pressed, clean, properly fitting, and non-revealing.

Supervisors are responsible for:

1. Administering this dress code
2. Determining appropriateness if questionable attire
3. Counseling when necessary
4. Determining special department needs

Each department determines what type of footwear to be worn based on the safety needs of the job.

Uniformed employees who terminate employment with the Town must return all uniforms and apparel issued by the Town in order to receive his/her final paycheck. Supervisors are responsible for the removal and return of identifying patches and insignia.

### **Non-Uniformed Employees**

#### **Business Casual (Monday-Friday)**

##### **Men's Acceptable Attire**

Business suits/Dress slacks/Neckties

Khakis/Docker style pants/slacks/corduroys/Jeans

Sport coats/Blazers/Cardigans/Vests

Collared long/short sleeved shirts (including denim) both pullover/button down.

Polo/Knit type shirts

Sweaters

Turtlenecks/Banded collar shirts

Dress/Casual socks

Oxfords/Wingtips/Loafers/Topsiders/Boots

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**Men's Unacceptable Attire**

Shorts  
Athletic/Workout Wear/Jogging/Wind Suits  
Sweat shirts/Pants  
Sleeveless Shirts/Muscle/Tank Tops/T-Shirt (plain or decorated)  
No socks  
Athletic/canvass shoes/Hiking/Military style boots/Clogs/Sandals/Flip-flops  
Beach Clothing/footwear  
Bare midriff  
Shear/See-through/revealing/provocative clothing  
Faded/frayed/cut off clothing or with holes  
Clothing with offensive terminology/graphics

**Business Casual (Monday - Friday)****Women's Acceptable Attire**

Suits/Dresses/Skirts (including denim) no shorter than 4 inches above the knee (the knee being defined as beginning at the center of the kneecap)  
Pantsuits/Dress slacks/Khakis/Docker style pants/Corduroys/Jeans  
Sweaters/Blouses/Polo/Knit type shirts  
Blazers/Vests  
Stirrup pants with tunic tops/sweaters  
Hose, Stockings/Tights/Dress/Casual socks  
Pumps (open/closed toed)/Heels/Dress sandals/Flats/Loafers/Boots

**Women's Unacceptable Attire**

Suits/Dresses/Skirts shorter than 4 inches above the knee  
Dresses with halter tops/spaghetti straps/off shoulder/low cut/strapless  
Split-skirts/slit skirts with the slit higher than mid knee/Skorts/Shorts (any style)  
Tank/low cut/backless tops  
Athletic/Workout Wear/Jogging/Wind Suits  
Sweat shirts/pants  
Athletic/Canvass shoes/Hiking/Military boots/Mules/Flip-flops/Casual sandals  
Beach clothing/footwear  
Bare midriff  
Shear/see-through/provocative/revealing clothing  
Faded/frayed/cut off clothing or with holes  
Clothing with offensive terminology/graphics

**Personal Hygiene**

Well-groomed employees should be aware that it is necessary to include daily bathing, the use of deodorant, and the practice of good dental hygiene in their personal habits in order to project a professional appearance and non-offensive work environment. Employee's facial hair needs to be neatly trimmed.

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### **Exceptions to the Dress Code Policy**

The stated guidelines will govern normal workday, situations; however, there may be occasions where exceptions may be made such as office reorganization/moving, cleaning projects, and the weather. Supervisors determine if an exception applies and ensures that their employees are adhering to the dress code.

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## Section 6.4 - Drug and Alcohol Policy

The objective of this Policy is to develop and maintain a drug- and alcohol-free work environment at Cross Roads Municipality to help insure a safe and productive work place and safeguard the public interest. In order to further this objective, the following rules regarding alcohol and drugs in the work place have been established:

### **POLICY:**

This Policy is published to notify, inform, and remind all employees, regardless of position, that the unlawful or unauthorized manufacture, distribution, dispensation, possession, sale, purchase, or use of controlled substances, illegal drugs, or intoxicating beverages are not permitted under the Municipality's rules on any municipal premises. Drug paraphernalia and equipment related to the use of controlled substances and illegal drugs is strictly prohibited. Employees who violate this Policy are subject to appropriate disciplinary action including termination. The Municipality will assist any employee in referral to appropriate employee assistance program ("EAP") services.

### **DEFINITIONS:**

- A. Municipal premises - All land and properties whether occupied or vacant, buildings, structures, automobiles, trucks and other vehicles, lockers, and rooms on or at any site for the performance of work done for or on behalf of the Municipality.
- B. Municipal property - All property owned or leased by the Municipality and used by employees, including (by way of illustration and not limitation) vehicles, lockers, desks, closets, etc.
- C. Controlled substance - Any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act (21 U.S.C. §812), as amended. Copies are maintained in the municipal administrative offices for employee review.
- D. Drug - A drug is any chemical substance that produces physical, mental, emotional, or behavioral change in the user.
- E. Drug paraphernalia - Equipment, a product, or any material that is used or intended for use in concealing, packaging, transporting, or storing an illegal drug or for use in injecting, ingesting, inhaling, or otherwise introducing into the human body an illegal drug or controlled substance.

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F. Illegal drug - An illegal drug is any drug or derivative thereof of which the use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage is illegal or regulated under any federal, state, or local law or regulation; any other drug, including, but not limited to, a prescription drug, used for any reason other than a legitimate medical reason; and inhalants used illegally. Included are controlled substances and marijuana or cannabis in all forms.

G. Reasonable cause/Reasonable suspicion - Supported by evidence strong enough to establish that a Policy violation has occurred. A determination as to whether reasonable cause or reasonable suspicion exists in a particular situation shall be made by the joint decision of two persons in a supervisory position over the employee or at the same supervisory level.

H. Testing - Is generally defined as a urine or breath test to determine chemical or drug content. Any employee may be tested for drug or alcohol use when there is reasonable cause/reasonable suspicion that:

- (1) Use of a substance is affecting performance; or
- (2) The employee is engaged in any of the prohibited acts or activities listed in this Policy.

Additionally, testing can occur in:

- (i) the pre-employment process, (ii) a routine physical examination, (iii) the treatment of an injury caused or contributed to by an employee, and/or
- (iv) investigation of an on-the-job accident.

I. Under the influence - A state of having a blood alcohol concentration of 0.08 or more, where "alcohol concentration" has the meaning assigned to it in Article 67011-1, Texas Revised Civil Statutes; or the state of not having the normal use of mental or physical features resulting from the voluntary introduction into the body of an alcoholic beverage or a controlled substance.

#### **GENERAL POLICY PROVISIONS:**

Any of the following actions constitutes a violation of the Policy and may subject an employee to disciplinary action, including immediate termination:

- A. Using, selling, purchasing, transferring, possessing, manufacturing, or storing an illegal drug or drug paraphernalia or alcohol, or attempting or assisting another to do so, while in the course of employment or engaged in an activity sponsored by the Municipality; on premises of the Municipality; in vehicles owned, leased, or rented by the Municipality; or on business of the Municipality.

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- B. Working or reporting to work, conducting municipal business, or being on municipal premises or using any municipal property while under the influence of an illegal drug or alcohol or in an impaired condition.
- C. Switching, adulterating, or attempting to tamper with any sample submitted for medical testing, or otherwise interfering or attempting to interfere with the testing process.

**SEARCH:**

Searches conducted under reasonable cause or reasonable suspicion, such as inspections of employee's personal property, including (by way of example and not limitation) briefcases, lunch boxes, or toolboxes, may be performed as part of the municipal security measures. All employees will be expected to cooperate, as a condition of continued employment, with special drug/alcohol searches of personal vehicles on municipal premises, purses, clothing, briefcases, or other employee personal property when there is reasonable cause or reasonable suspicion to believe that an employee may be in possession of drugs or alcohol. Searches on municipal premises and/or municipal property (for example, searches of lockers, desks and file cabinets) may be conducted at any time.

**PREVENTIVE ACTS:**

- A. Employees taking drugs prescribed by an attending physician shall advise their direct Supervisor of the possible effects of such medication regarding their job performance and physical or mental capabilities. All prescription drugs must be kept in their original container(s).
- B. Any employee involved in a work-related accident where alcohol or drugs are believed to be a contributing factor may be referred to a counselor in addition to any other accident investigation activities.

**CORRECTIVE ACT:**

- A. Any employee involved in a work-related accident will be subject to urine and blood testing for drug or alcohol use or abuse. In addition, testing shall be required when there is reasonable suspicion that drugs or alcohol is affecting job performance and/or conduct in the workplace.
- B. In the administration of each screening test, dual samples shall be submitted by the employee. The duplicate sample not submitted for testing

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shall be retained for checking a positive test result. In the event of a positive test result, the employee, at the employee's expense, may request submission of the duplicate sample for the purpose of checking an initial positive test result.

- C. When a screening test is positive, the employee will be disciplined or discharged and is not eligible for reinstatement.

**EMPLOYEE ASSISTANCE PROGRAM:**

The Municipality does not maintain or sponsor drug counseling, rehabilitation, or employee assistance programs. However, the Municipality will provide employees and their families with confidential information and referral services for assistance in resolving or accessing treatment for addiction to, dependence on, or problems with alcohol, drugs, or other personal matters adversely affecting their job performance. Referral services will be provided without cost to the employee or family member. The cost of treatment, counseling, or rehabilitation resulting from referral will be the responsibility of the employee.

When documented job impairment has been observed and identified, a Supervisor may recommend referral for assistance. Any action taken by the Supervisor, however, will be based on job performance.

Supervisor referrals will include the employee's release of an information consent form to be returned to the Supervisor by the referral agency. Refusal to participate in, or failure to complete, an EAP program will be documented. Should job performance not improve after a reasonable amount of time, the employee is subject to progressive corrective action up to and including termination of employment.

Self-referral by employees or family members is strongly encouraged. The earlier a problem is addressed, the easier it is to deal with and the higher the success rate. While self-referral in itself does not preclude the Municipality's use of corrective actions, participation in an EAP program may enable the Supervisor to allow time for completion of such program before initiating or determining additional corrective actions.

EAP-related activities, such as referral appointments, will be treated on the same basis as other personal business or health matters with regard to use of PTO or compensation leave. PTO leave may be taken as needed, while compensation time must be pre-approved.

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#### **COORDINATION WITH LAW ENFORCEMENT AGENCIES:**

The sale, use, manufacture, purchase, transfer, or possession of an illegal drug or drug paraphernalia is a violation of the law. The Municipality will report information concerning sale, use, manufacture, purchase, transfer, or possession of any illegal drugs and firearms to law enforcement officials and will turn over to the custody of law enforcement officials any such substances found during a search of an individual or property. The Municipality will cooperate fully in the prosecution and/or conviction of any violation of the law.

#### **RESERVATION OF RIGHTS:**

The Municipality reserves the right to interpret, change, suspend, or cancel, with or without notice, all or any part of this Policy or procedures or benefits discussed herein. Employees will be notified before implementation of any change.

Although adherence to this Policy is considered a condition of continued employment, nothing in this Policy alters an employee's status and shall not constitute nor be deemed a contract or promise of employment. Employees remain free to resign their employment at any time for any or no reason, without notice, and the Municipality retains the right to terminate any employee at any time, for any or no reason, without notice.

#### **OTHER LAWS AND REGULATIONS:**

The provisions of this Policy shall apply in addition to, and shall be subordinate to, any requirements imposed by applicable federal, state, or local laws, regulations, or judicial decisions. Unenforceable provisions of this Policy shall be deemed to be deleted.

#### **Section 6.5 - Smoking**

To maintain a safe and comfortable working environment and to ensure compliance with applicable laws, smoking in the Municipality offices and facilities is prohibited. Employees are restricted to smoking outside of the building in the designated smoking areas, which does not include the front of the building.

#### **Section 6.6 - Management Safety Policy**

The safety and well being of all employees of the Cross Roads Municipality is of prime importance. In support of this commitment, the Municipality will make every effort to provide its employees with a safe working environment. The objectives in accomplishing this goal are to ensure that:

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- \* Employees are provided with all safeguards to ensure safe working conditions.
- \* Every effort is made to maintain our equipment, tools, and that all machines are in good repair.
- \* Safe work and operation methods are studied and developed and that this information is disseminated to employees through ongoing training programs.
- \* Hazardous situations, which might result in accidents, are reported immediately to the proper supervisor or safety officer in order that corrective action may be taken.
- \* Comply with federal, state, and local laws regarding accident prevention and working conditions.

THE SUCCESS OF OUR SAFETY AND HEALTH PROGRAM DEPENDS ON THE SINCERE, CONSTANT, AND COOPERATIVE EFFORT OF THE ENTIRE ORGANIZATION. THUS, WE REQUIRE EVERY EMPLOYEE TO TAKE SERIOUSLY THE MATTER OF ACCIDENT PREVENTION AND SAFETY AND TO GIVE ACTIVE SUPPORT TO THE MUNICIPALITY'S SAFETY PROGRAM.

**Section 6.7 - Political Activity Restricted**

Municipal employees are restricted from taking part in certain political activities involving municipal issues/candidates other than voting and expressing their opinions privately.

**Section 6.8 - Solicitations and Distribution of Literature**

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time. Employees who are not on working time (e.g., those on lunch hour or breaks) may not solicit employees who are on working time for any cause or distribute literature or printed material of any kind in working areas at any time.

Non-employees are likewise prohibited from distributing material or soliciting employees on the Municipality's premises at any time.

**Section 6.9 - Outside Employment**

Outside work ("moonlighting") is permitted so long as it does not interfere with an employee's municipal job or creates a conflict of interests with the Municipality. An employee intending to engage in outside work must notify his/her immediate supervisor in writing. [\\_Outside employment by commissioned peace officers shall be governed by the Police Department's Standard Operating Procedures.](#)

deleted:

## **Section 6.10 - Telephones**

Depending upon individual departmental restrictions, the municipality's telephones are available for limited personal use for local or charge-free calls.

## **Section 6.11 – Computing Resources and Social Media**

The Town provides computing resources and townwide network access to designated employees for conducting town business only. All employees of the town who use computer and network resources are expected to be aware of the specific policies governing their use and to act responsibly while using shared computing and network resources. Specific usage policies and guidelines follow, but may not be all-inclusive. Any employee found to be in violation of these policies is subject to disciplinary action, up to and including termination, as provided in the Town's Personnel Policy Manual. All policies are subject to change as the computing and network environments evolve.

There should be no expectation of privacy by any user of the computer and network resources of the town. All personal computers, data files, software, and communications and information transmitted by, received from, or stored in these systems and work are the property of the Town of Cross Roads and subject to provisions of the Public Information Act unless excepted under the Act or any other law or opinions prohibiting public disclosures with respect to inspection, disclosure, scheduled retention, and disposition

Employees shall respect all computer software copyrights and adhere to the terms of all software licenses to which the town is a party. The Mayor / Town Administrator is responsible for enforcing this policy. To ensure compliance, authorized representatives may monitor and audit the use of computer software from time to time.

The town and/or the employees of the town may not duplicate any licensed software or related documentation for use on town premises or elsewhere. Unauthorized duplication of software may subject users and/or the town to both civil and criminal penalties. An employee may not give software to any outsiders including clients, contractors, customers, and others. The town and/or users may use software on the local area network or on multiple machines only in accordance with applicable license agreements. The Mayor / Town Administrator will maintain all licenses and related media.

A. **Acceptable Uses:** The following are considered acceptable uses for e-mail and the Internet provided by the town:

1. Exchanging information directly related to work tasks.

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2. Education facilitating performance of any task or project related to assigned duties.
3. Exchanging information for professional development, inquiry purposes, and research access for advisories, obtaining standards, finding statistics, and analysis.
4. Announcement of new Town regulations, ordinances, procedures, policies, special events and activities.
5. Access to unique resources and the opportunity for collaborative work.

B. **Unacceptable Uses:** Uses of e-mail and the Internet that are unacceptable include, but are not limited to, the following:

1. Transmission of any material in violation of any U.S., state and/or local regulation. This includes, but is not limited to, copyrighted material or material protected by trade secret. An exception would apply in instances where, with the approval of the Mayor / Town Administrator, an employee is required to engage in these activities in performance of their job duties, such as in the police department.
2. Use for personal advertisement and/or commercial activities such as operating a business, usurping business opportunities or soliciting money for personal gain.
3. Displaying, transmitting or soliciting sexually oriented messages, cartoons or images.
4. Interception of network traffic for any purpose unless engaged in authorized network administration.
5. Scanning, printing or otherwise disseminating threatening, intimidating, offensive or harassing statements or language including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs.
6. Sending chain letters, gambling, or engaging in any other activity in violation of local, state or federal laws:
7. Browsing of restricted content web sites: The town may block access to web sites that contain pornographic material. However, the World Wide Web changes on a daily basis. In this connection, users who find new

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sites, that the town has not blocked, are required to report such sites to the appropriate individuals.

8. Downloading of application programs without specific local administrative rights authorized by Mayor / Town Administrator. The town does not permit the download or installation on town computers of application software from the Internet. Such software may not only contain embedded viruses, but also untested and may interfere with the functioning of standard town applications.
  9. Participation in web-based surveys and social media sites not work related: When using the Internet, the user implicitly involves the Town of Cross Roads in his/her expression. Therefore, users should not participate in non-business web or e-mail based surveys, postings, or interviews without Mayor/ Town Administrators authorization.
  10. Use of subscription-based services not job related: Some Internet sites require that users subscribe before being able to use them. Users should not subscribe to such services without the express approval of the Mayor / Town Administrator.
  11. Violation of copyright: Many of the materials on the Internet are protected by copyright or trademark. Even though they may seem to be freely accessible, many of the intellectual property laws that apply to print media still apply to software and material published on the Internet. Employees on the town's e-mail or Internet system may not transmit copyrighted or trademarked: material that does not belong to the town without permission from the holder of the copyright or trademark. Every employee who obtains access to other companies' or individuals' materials must respect all copyrights and trademarks and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy for reference only.
  12. Abuse of personal access to Internet and e-mail as determined by the facts and circumstances of each case.
- C. **Privileges and Penalties:** Inappropriate use of Internet, social media, and e-mail may result in a cancellation of those privileges and disciplinary action, up to and including termination. The town may deny, revoke, or suspend specific user access. Additionally, in the event the user incurs any unauthorized costs, fees, or charges, they shall be the sole responsibility of the user and not the town.

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## **Section 6.12 - Grievances and Complaints**

"Grievance" shall be used to mean an allegation that the Municipality has violated, misinterpreted, or inequitably applied an existing law, ordinance, resolution, policy, rule, or regulation, as it applies to the conditions of employment. This definition does not include questioning the substance of policy. Policy formulation is reserved as a right of management. The reporting of misconduct of an employee, such as harassment or disagreement over a non-existing law, ordinance, resolution, policy, rule, or regulation is defined as a "complaint", not a grievance. The filing of an appeal following disciplinary action is not a grievance.

Insofar as may be possible, it is the intent of the Municipality to anticipate and avoid occurrences of grievances and complaints; however, when they do appear, it is our intention to resolve them as quickly as possible at the supervisory level closest to the origin of the complaint. The grievance and complaint procedure assures every non-Probationary employee with a grievance or complaint that he or she will be given an opportunity to discuss the problem and that corrective action will be taken if warranted. No grievance or complaint can be resolved or corrected unless the employee's supervisor and management are made aware of the problem.

### **6.13.1 - Grievance and Complaint Handling Procedures**

Each employee is encouraged to discuss work-related complaints with their direct supervisor and/or the Human Resource Officer.

If the direct supervisor and/or personnel's investigation results are unsatisfactory, the employee may file an appeal with the Town Council.

The employee reporting an incident and those assisting in the investigation will not be subject to any adverse employment action unless it is determined that the employee made the allegation knowing it was false.

#### **6.12.1 Proprietary Information**

All inventions (as herein defined) shall be and remain the property of the Town of Cross Roads. "Inventions" shall mean all ideas, marketing and sales relationships, research, plans for products or services, computer software (including, without limitation, source code and object code), computer programs, original works of authorship, characters, know-how, information, data, developments, discoveries, improvements, modifications, technology and designs, whether or not made, conceived, expressed, developed, or actually or constructively reduced to practice by you solely or jointly with others in connection with or relating to any work performed by you for the Town of Cross Roads. You acknowledge that all of said Inventions shall be considered as "work made for

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hire" belonging to the Town of Cross Roads. To the extent that any such inventions, under applicable law, may not be considered work made for hire by you for the Town of Cross Roads, you agree to assign and upon its creation, automatically assigns to the Town of Cross Roads the ownership of such material or other intellectual property rights in such materials, without the necessity of any further consideration. The Town of Cross Roads shall have the exclusive right to use the inventions, whether original or derivative, for all purposes.

#### **6.14 Confidential Information**

The Town of Cross Roads requires that employees do not disclose information held to be confidential by the Town of Cross Roads. Any questions about this policy should be addressed to a department supervisor.

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ACKNOWLEDGEMENT

I, \_\_\_\_\_ hereby acknowledge that I have read and understand the policies set forth in this manual. I understand that I am responsible for following the policies set for in the Town of Cross Roads Personnel Manual .I have received a copy of this acknowledgement to retain for my personal records.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

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